



City of Blaine

City Council Workshop

September 11, 2023 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

NOTICE OF WORKSHOP MEETING

In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

1. Call to Order

2. New Business

- 2.1. 2023-420 Request for Future Workshop Agenda Items: NMTV
Sponsors: Michelle Wolfe, City Manager
- 2.2. 2023-423 Request for Future Workshop Agenda Items: 114th Lane
Sponsors: Michelle Wolfe, City Manager
- 2.3. 2023-404 Zoning Ordinance Discussion for Northtown (Part 2)
Sponsors: Sheila Sellman, City Planner
- 2.4. 2023-403 2040 Comprehensive Plan High Density Residential Sites Discussion
Sponsors: Erik Thorvig, Community Development Director
- 2.5. 2023-411 City Manager Initial General Fund/EDA Budgets and Preliminary Levy
Sponsors: Jason Zimmerman, Finance Director, Jenna Trittin, Finance Analyst
- 2.6. 2023-417 Adult-Use Cannabis Information
Sponsors: Erik Thorvig, Community Development Director
- 2.7. RES 23-140 Agenda Format for City Council Meetings Regarding Rules of Order and Procedure and Addendum
Sponsors: Cathy Sorensen, City Clerk

3. Other Business

4. Adjournment



City of Blaine Staff Report

File Number: 2023-420

Agenda Date	Status
September 11, 2023	
In Control	File Type
City Council	Workshop Item

New Business - Michelle Wolfe, City Manager

Agenda Item # 2.1

Request for Future Workshop Agenda Items: NMTV

Background

Councilmember Name: Councilmember Massoglia

Proposed Agenda Topic: North Metro TV Merger with CCX

Brief Description of the Topic:

Councilmember Massoglia has requested discussion about the future of cable commission services. Blaine is a member of the North Metro Telecommunications Commission. The Commission was created through a Joint Powers Agreement, with the following General Purpose Clause:

The general purpose of this agreement is to establish an organization to monitor the operation and activities of cable communications, and in particular, the Cable Communications System (System) of the parties; to provide coordination of administration and enforcement of the franchises of parties for their respective System; to produce, edit and transmit video programming for the parties of this agreement; to make video production, editing and studio facilities and equipment available to the citizens of the parties to this agreement through the operation of a Community Media Center; to promote the development of locally produced cable television programming; to ensure public access to emerging telecommunications technologies; and to conduct such other activities authorized herein as may be necessary to insure equitable and reasonable rates and service levels for the citizens of the Members to this agreement.

The commission is also governed via by-laws. The full joint powers agreement and bylaws are available on the North Metro TV website:

<https://northmetrotv.com/cable-commission/by-laws-of-the-north-metro-telecommunications-commission/>

The cable commission operates North Metro TV (NMTV). NMTV offers news and sports coverage, broadcast and streaming of local meetings, and a variety of services and classes.

NMTV consists of the following eight cities:

Blaine
Centerville

Circle Pines
Coon Rapids
Ham Lake
Lino Lakes
Spring Lake Park

The joint powers agreement between these cities was signed in 1980. The first franchise was signed in 1983. Additional history is available via the NMTV website: <https://northmetrotv.com/cable-commission/north-metro-telecommunications-commission-a-brief-history/>

The current Executive Director of North Metro TV is retiring at the end of 2023. The cable television landscape has been changing with the advent of streaming and satellite television. Given these and other considerations, Councilmember Massoglia would like the city council to consider exploring options for the future of NMTV.

One option is to explore joining with CCX Media. Established in 1982, Northwest Community Television currently offers its services as CCX Media for the northwest suburbs of Minneapolis. These suburbs include:

Brooklyn Center
Brooklyn Park
Crystal
Golden Valley
Maple Grove
New Hope
Osseo Plymouth
Robbinsdale

Exploring options will involve working collaboratively with our North Metro partner cities, NMTV staff, CCX staff and member cities, cable commission attorney(s), and possibly other cable commissions and individual cities.

Strategic Plan Alignment

This item would align with the Strategic Priority of Effective Communication (Deliver high quality external communications). It is possible it will also align with Fiscal Sustainability, if an option exists which will save dollars or allow for more efficient management.

Urgency Level -

Medium

Staff Recommendation

Questions for Council

Does the council wish to direct staff to prepare a future workshop agenda item considering a merger between NMTV and CCX?

Attachment List

None



City of Blaine Staff Report

File Number: 2023-423

Agenda Date

September 11, 2023

Status

In Control

City Council

File Type

Workshop Item

New Business - Michelle Wolfe, City Manager

Agenda Item # 2.2

Request for Future Workshop Agenda Items: 114th Lane

Executive Summary

Background

Councilmember Name: Councilmember Robertson

Proposed Agenda Topic: Enhancements to 114th Lane

Brief Description of the Topic:

Councilmember Robertson would like to gauge interest in bicycle and pedestrian safety enhancements for 114th Lane.

Strategic Plan Alignment

This item would align with the Strategic Priority of well maintained infrastructure.

Urgency Level -

Medium

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

Attachment List

None



City of Blaine Staff Report

File Number: 2023-404

Agenda Date	Status
September 11, 2023	
In Control	File Type
City Council	Workshop Item

New Business - Sheila Sellman, City Planner

Agenda Item # 2.3

Zoning Ordinance Discussion for Northtown (Part 2)

Background

At the September 6, 2023 Council Workshop the Council discussed creating a new zoning district for the Northtown area and reviewed uses. The attached list are uses that had Council consensus. More discussion is needed on the following uses:

- Personalized instructional services and fitness centers, total floor area limited to 4,000 square feet without a conditional use permit

Some members of council had concerns with smaller fitness centers and asked staff to look at the square footage of smaller chains. For example Snap Fitness gyms are 2,000-4,000 square feet. An average yoga studio is under 1,000 square feet. If the council would like to eliminate the smaller gyms but still allow for more specialized fitness, the language could be changed to fitness instructions studios, total floor area limited to 2,500 square feet without a conditional use permit, or simply just remove the language all together.

- Gasoline Station

More discussion is needed on gasoline stations. The Council agreed to prohibit car washes, but should discuss if they will be allowed with a gasoline station, and if gasoline stations should be permitted at all.

- Educational Uses

If educational uses are permitted it should be defined. Based on the discussion at workshop small educational uses like tutoring facilities would be acceptable. If that is the consensus staff will define what educational uses are.

- Private Clubs

City code does not provide a definition of private clubs, if Council wants to allow private clubs it should be defined. Typically a private club includes a membership of some kind.

- Vocational, technical, and trade schools

At workshop discussion of allowing a "beauty school" would be a trade school and would have support, but a large vocational or technical school would not. If this is the case there could be a maximum square footage listed.

- Vehicle rental agency with up to 15 vehicles onsite
- Townhomes, Twin Homes, Quads
- Multi-family (apartments)
- Licensed cocktail room with and on the same site as a licensed distillery/micro distillery or winery.

Current Development Standards in the B-3 District

1. Front yard setback—Fifty (50) feet.
2. Side yard setback—Twenty (20) feet when adjacent to commercial or industrial districts; when adjacent to residential districts—one hundred (100) feet.
3. A reduction in the required setback buffer may be requested by following the requirements of Section 33.20, Buffer Yard Flexibility.
4. Rear yard setback—Twenty (20) feet when adjacent to commercial or industrial districts; when adjacent to residential districts—one hundred (100) feet.
5. A reduction in the required setback buffer may be requested by following the requirements of Section 33.20, Buffer Yard Flexibility.
6. Parking front/side yard setback is 30 feet, side and rear 10 feet. When located adjacent to any residentially zoned property, the side and rear setback shall be 25 feet.
7. Building exceeding 3-stories or 50 feet in height, whichever is less, must obtain a conditional use permit
 - Is a 100 foot setback sufficient when adjacent to residential?
 - Is a 25 foot setback for parking sufficient when adjacent to residential?
 - Building height is capped at 3-stories (50 feet) without a conditional use permit, with a conditional use permit it can be taller. Is this sufficient or should there be more height restrictions when adjacent to residential?

Staff Recommendation

Provide feedback and answers to Council questions.

Questions for Council

1. Do you agree with the uses listed in the attachment?
2. What height limits do you want on multi-family (apartments)?

3. Do you want additional setbacks or buffers between single family and other uses (commercial, apartment)?
4. Do you want height limits on commercial/office buildings?

Attachment List

1. Uses List

Agreed upon uses

- a) General retail, except when specifically listed elsewhere in the ordinance.
- b) Banks.
- c) Restaurants.
- d) Brew Pubs.
- e) Personal services, including massage, hair salons, and similar businesses.
- f) Dry cleaning and laundry.
- g) Repair services, excluding repair of vehicles and small engines.
- h) Business and professional offices, including medical offices.
- i) Portrait or art studio.
- j) Medical cannabis dispensary.
- k) Taproom

Agreed upon Conditional Uses

- a) Animal hospitals.
- b) Amusement and recreation – this could be changed to Indoor/outdoor recreation, such as driving range, bowling, Pickle ball etc not including fitness uses
- c) Fitness center not meeting the requirements of 30.12(i).
- d) Day care centers—Commercial
- e) Meeting/assembly halls – change to event center?
- f) Hotels.
- g) Restaurants with live entertainment or outdoor dining.
- h) Theaters.
- i) Zero lot line split with shared access and/or parking.
- j) Off-Sale Liquor Stores.
- k) Two (2) or more buildings on same lot.
- l) Places of Worship



City of Blaine Staff Report

File Number: 2023-403

Agenda Date	Status
September 11, 2023	
In Control	File Type
City Council	Workshop Item

New Business - Erik Thorvig, Community Development Director

Agenda Item # 2.4

2040 Comprehensive Plan High Density Residential Sites Discussion

Background

The [2040 Comprehensive Plan](#) identifies various sites for high density residential use. The high density land use category allows residential densities between 12-25 units/acre. Building types allowed are quadhomes, townhomes, apartments, condominiums, and cooperatives. The comprehensive plan is a future planning document required by the Metropolitan Council for all cities within the seven-county metropolitan area. Chapters of the document include:

- Natural Resources and Sustainability
- Housing
- Economic Development
- Land Use
- Parks, Trails and Recreation
- Transportation
- Water Supply System
- Surface Water Management
- Sanitary Sewer System

The document is required to be fully updated every 10 years. The last full update process began in 2018 and was approved in 2020. It is a thorough process that requires involvement from the public, boards and commissions, city council and other various entities. The document was reviewed extensively by the Metropolitan Council prior to formal adoption. Cities are allowed to make modifications to the plan prior to the next full review cycle based on local community needs and changes to policy identified by the city council.

The housing chapter addresses affordable housing allocation requirements set forth by the Metropolitan Council. The Metropolitan Council forecasts future affordable housing needs using a

regional economic model, then allocates a share of the overall need to all communities expecting sewer-serviced housing growth over the next decade. Based on the formula, Blaine is required to plan for 1,139 new units. **Cities aren't required to create enough units to meet their share of the need, but they must plan for possibility of these units by guiding sufficient land at higher residential densities.** Existing affordable housing in the community is factored into this formula. This factor considers a community's existing supply of affordable housing, reducing requirements for communities that already supply higher levels of affordable housing. This factor is estimated using Metropolitan Council estimates based on 2013 and 2014 MetroGIS Regional Parcel Datasets; 2008- 2012 Comprehensive Housing Affordability Strategy (CHAS) data; and the Metropolitan Council's annual survey of manufactured housing parks. Eighty one per cent of Blaine's current housing stock was determined to be affordable to low-income households, which is above the Metropolitan Council's average of 66%; therefore, Blaine's affordable housing allocation was decreased by 162 units by this adjustment factor.

As stated above, in order to meet the unit requirement, the land use plan requires that certain land be guided for medium and high density residential to accomplish affordable housing allocation goals. The logic is that medium and high density residential land use is more conducive for affordable housing, and by requiring cities to set aside vacant or land to be redeveloped for medium and high density, it creates an opportunity for affordable housing to be built, **though affordability is not required when those sites develop.** By having this requirement in place, it distributes the ability of where affordable housing could be built amongst all cities versus concentrating it in certain cities/parts of the metro area.

Due to the requirements identified above, certain parcels of land were guided for high density residential in the 2040 Comprehensive Plan. In general, there has been a policy shift in the city council's philosophy on high density land use, specifically related to apartments, since the 2040 Comprehensive Plan was adopted in 2020. There are four specific high density residential sites that were identified in 2022 that could potentially be changed to a lesser density land use designation, which would exclude apartment use on the property. Those four sites were discussed at a retreat in October 2022. Given when the discussion occurred, it was not possible to change the land use designations prior to a change in the city council body that occurred in January 2023. With the new makeup of the city council, staff would like to revisit the four sites and have the current city council provide direction on land use changes.

Two of these sites were discussed at the May 1, 2023 workshop as part of the Northtown land use discussion. Since that workshop, staff has met with the Metropolitan Council and completed calculations to ensure that changes to the density can occur and still meet the affordable housing unit allocation requirements. Density reduction is feasible due to the proposed changes in the Northtown Area (yet to be formally approved) and the addition of high density housing land use for a portion of the 105th Avenue redevelopment area that was approved in 2022. Understanding that the Northtown area land use changes have not yet been approved, if there are changes to what was discussed at previous workshops, it is possible that additional changes in density to other sites citywide may not be entirely feasible. Once the land use changes are formally adopted in the Northtown area (expected this fall), staff will complete density calculations based on that action and bring forward proposed changes to the other sites based on council feedback and the ability to reduce density based on changes in the Northtown area.

The following is information on the four sites (the direction that was provided at the retreat in October,

2022), are discussion points from the May 1 workshop and staff's recommendation on land use changes. Staff's recommendation is based on previous discussion and maintaining certain densities to meet Metropolitan Council requirements. Several of the recommendations would change the land use designation to Medium Density Residential (MDR). MDR does not allow apartments. It allows attached single family homes such as triplexes, quadhomes and townhomes.

Northwest Corner of 125th Avenue and Lexington Avenue

- Size - 8.82 acres
- Owner - Kara Benneft (south property), Rebecca Stevenson (north property)
- Current Designation - High Density Residential
- Current Zoning - Farm Residential
- 2022 Council Direction - Change to Medium Density Residential to be consistent with land use designation immediately to the east.
- 2023 Council Discussion - Discussed either changing it to MDR or Low Density Residential (LDR)/MDR.
- Staff Recommendation - Change to Medium Density Residential. MDR designation along major roadways is more practical than single family housing. This designation is consistent with other properties on the north and south sides of 125th Avenue to the west where townhomes abut 125th Avenue and transition to single-family homes further away from the major roadway. Introducing LDR makes the overall city density calculations difficult.

Ulysses Street and Paul Parkway

- Size - 5.64 acres
- Owner - GHS Development, LLC
- Current Designation - High Density Residential/Planned Commercial
- Current Zoning - Planned Business District
- 2022 Council Direction - Change to Medium Density Residential/Community Commercial.
- 2023 Council Discussion - Not discussed
- Staff Recommendation - Change to Medium Density Residential/Community Commercial. There is existing MDR to the west and four single family homes to the north. The designation would also allow for a portion of commercial. Attached is a concept plan of how the site could layout with this designation. Introducing LDR makes the overall city density calculations difficult.

Polk Street and 101st Avenue

- Size - 9.58 acres
- Owner - John Dahl, Donna Dahl
- Current Designation - High Density Residential/Medium Density Residential
- Current Zoning - I-1 Light Industrial (north lot), R-3B Medium Density Multi-Family (south lot)
- 2022 Council Direction - Change to Medium Density Residential
- 2023 Council Discussion - Not discussed
- Staff Recommendation - Change to Medium Density Residential. There is existing MDR to the east and south along with HDR to the south where there is an existing apartment building. There is single-family to the north and across Polk St. to the west. MDR would allow for a similar

townhome style product that is to the east. Changing to LDR makes the overall city density calculations difficult.

Polk Street and Cloverleaf Pkwy

- Size - 4.37 acres
- Owner - Cloverleaf Park Apts II (Same owner as existing apartment immediately to the north)
- Current Designation - High Density Residential
- Current Zoning - Residential Flex
- 2022 Council Direction - Keep the current High Density Residential designation.
- 2023 Council Discussion - Discussed changing it to MDR/HDR. Some interest in changing it to LDR.
- Staff Recommendation - Keep High Density Residential. Changing the designation to LDR or MDR will not make the overall city density calculations work without identifying additional HDR elsewhere in the city, outside of what has already been changed in the 105th Avenue area and what is proposed in the Northtown area. Single family housing is not ideal in this location given the proximity to Highway 10 and apartment building to the north.

Next Steps

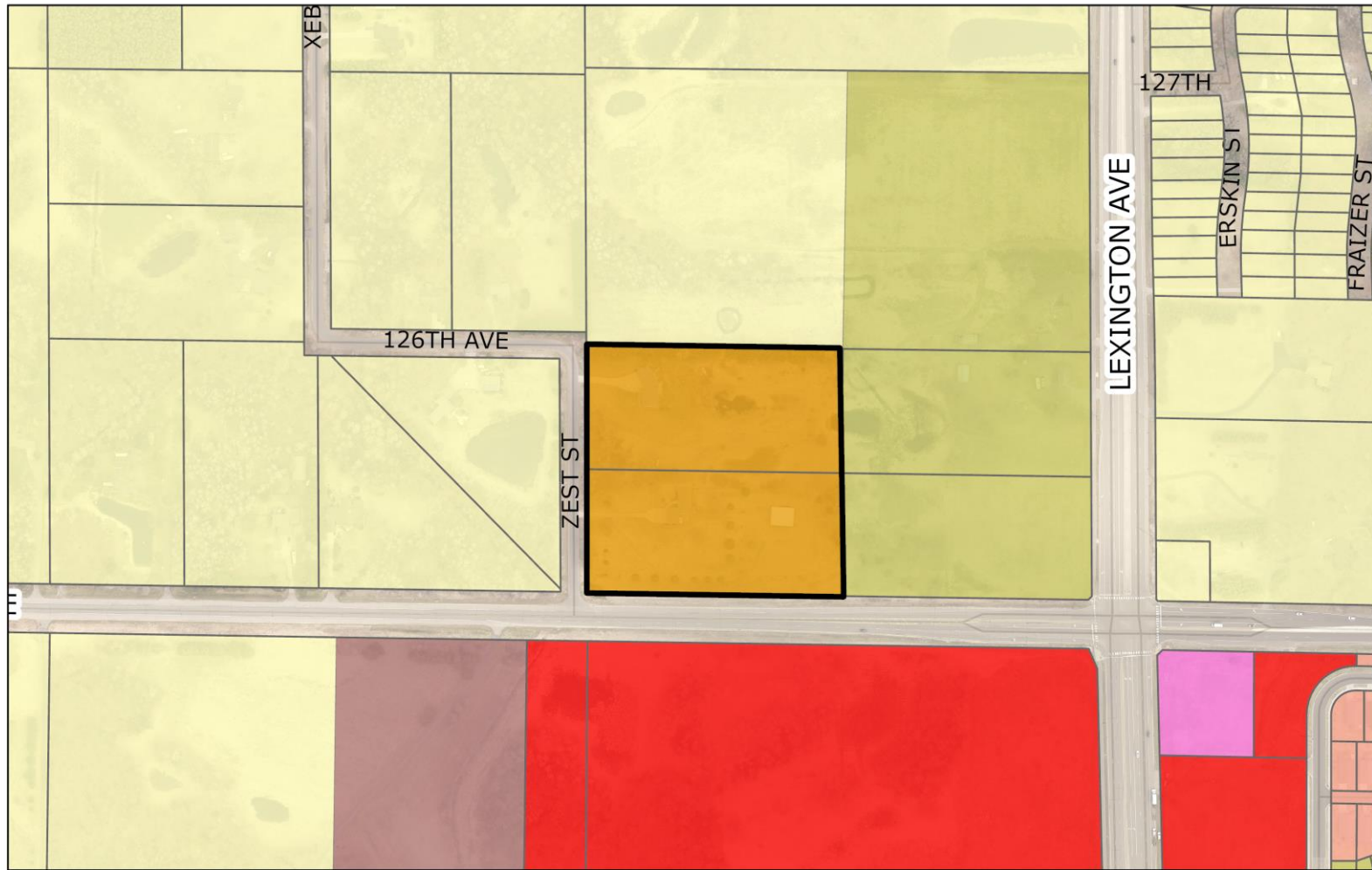
As stated above, once land use changes are formally adopted in the Northtown area (expected this fall), staff will complete density calculations based on that action and these four sites based on city council feedback. Formal changes to these sites would likely occur in late 2023/early 2024. Property owners will need to be contacted. It's likely some of the property owners will not be in favor of the changes. Comprehensive plan changes allow the city council broad discretion, however, the council should be aware of potential opposition from property owners.

Staff Recommendation

Questions for Council

Attachment List

1. Sites
2. Ulysses and Paul Pkwy Concept



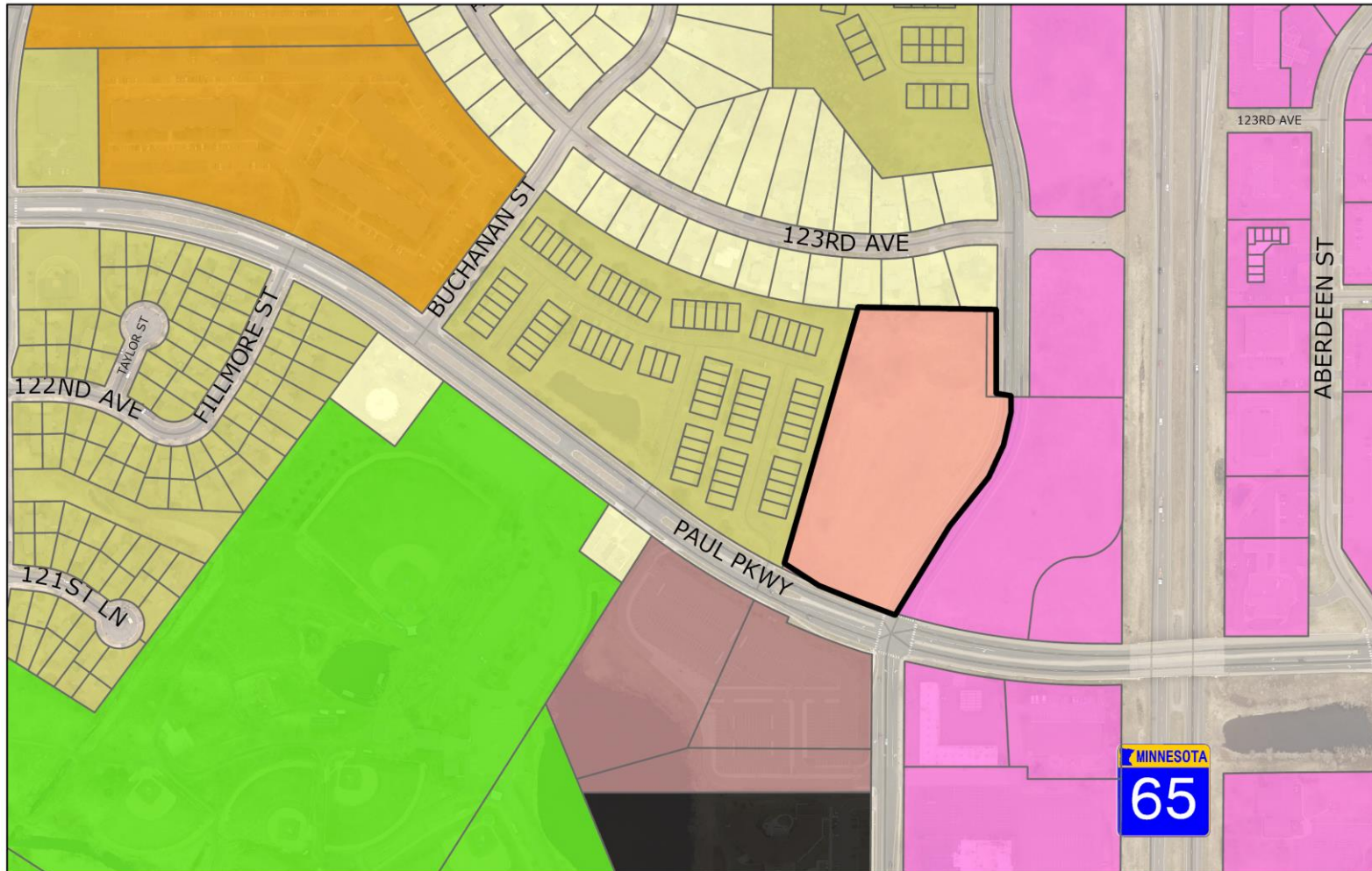
Legend

- | | |
|--|--|
| LDR - Low Density Residential | CC - Community Commercial |
| MDR - Medium Density Residential | PC - Planned Commercial |
| HDR - High Density Residential | PI/PC - Planned Industrial/ Planned Commercial |
| HDR/PC - High Density Residential/ Planned Commercial | |

8.82 Acres

Northwest Corner of 125th
and Lexington Avenue





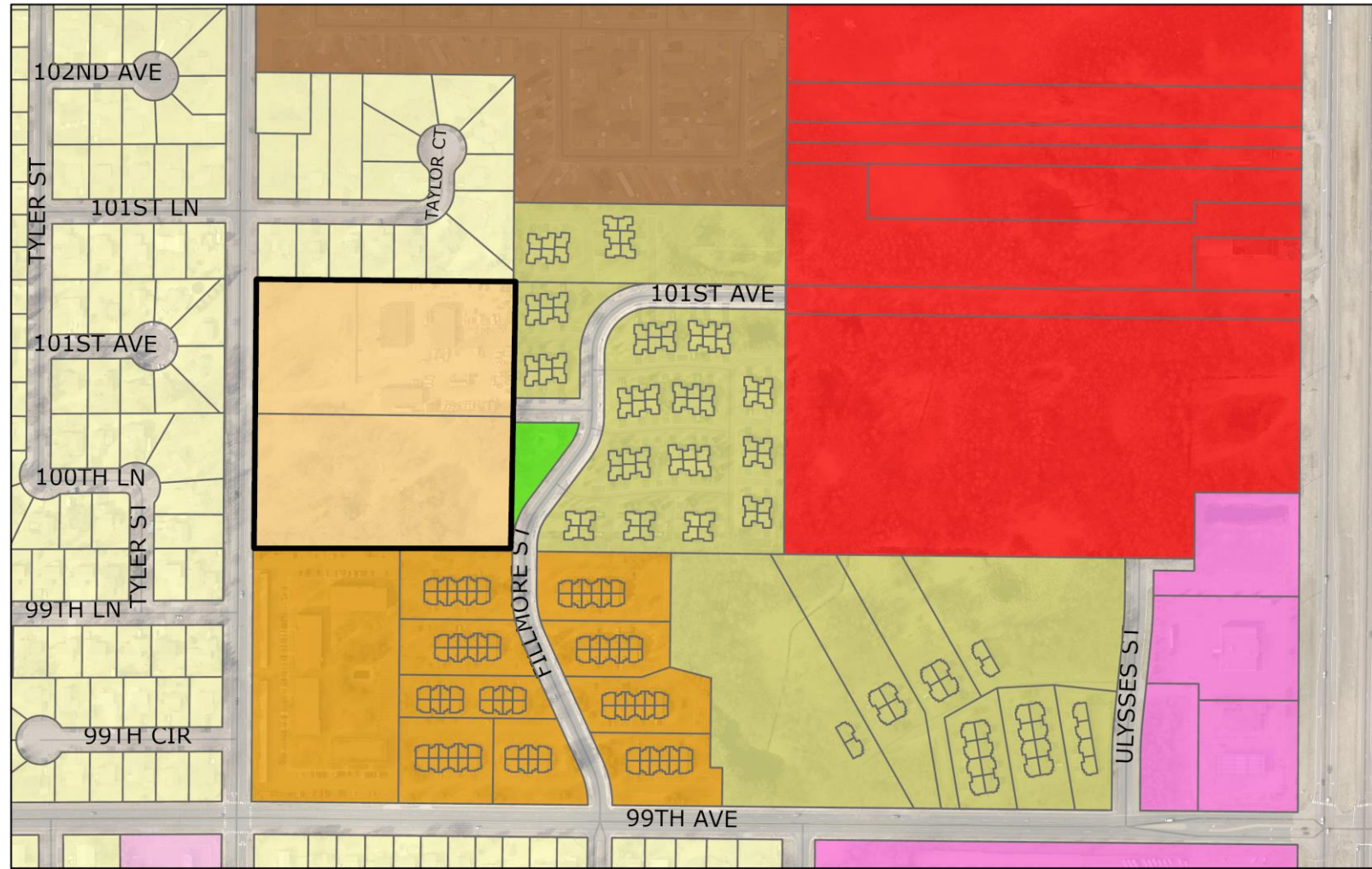
Legend

- LDR - Low Density Residential
- MDR - Medium Density Residential
- HDR - High Density Residential
- HDR/PC - High Density Residential/ Planned Commercial

- HDR/PI/PC - High Density Residential/ Planned Industrial/ Planned Commercial
- CC - Community Commercial
- PI/PC - Planned Industrial/ Planned Commercial
- P/OS - Park/ Open Space

5.64 Acres

Ulysses Street and Paul Parkway



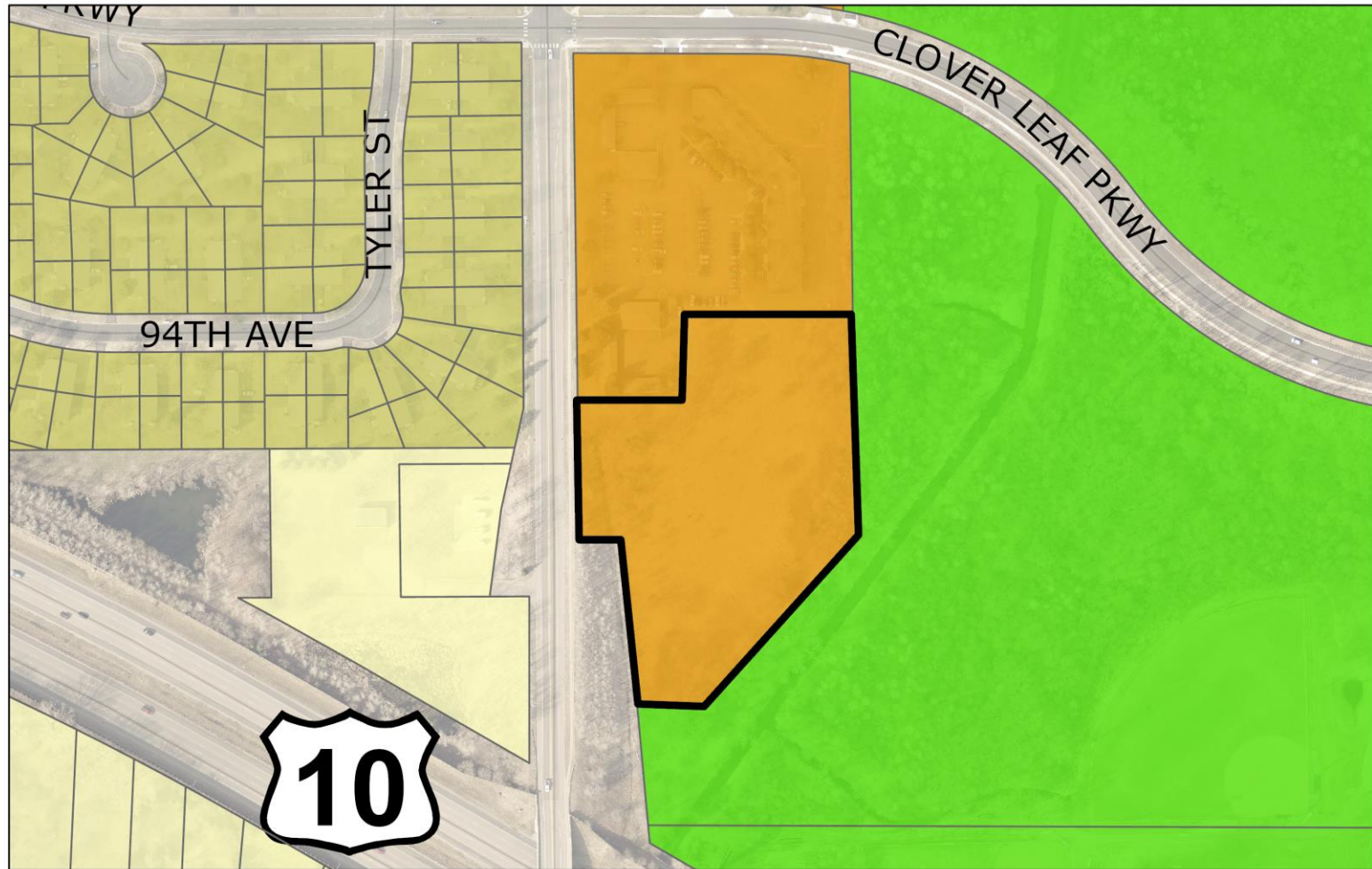
Legend

 LDR - Low Density Residential	 NC - Neighborhood Commercial
 MDR - Medium Density Residential	 CC - Community Commercial
 MDR/HDR - Medium-High Density Residential	 PC - Planned Commercial
 HDR - High Density Residential	 P/OS - Park/ Open Space
 MHR - Manufactured Home Residential	

9.58 Acres

Polk Street and 101st Avenue





Legend

- HDR - High Density Residential
- LDR - Low Density Residential
- MDR - Medium Density Residential
- P/OS - Park/ Open Space

4.37 Acres

Polk Street and Cloverleaf Pkwy



LOT 2
(UP TO 2.5-AC)

FLEX AREA

PAUL PARKWAY NE

LOT 1

ULYSSES STREET NE



City of Blaine Staff Report

File Number: 2023-411

Agenda Date

September 11, 2023

Status

In Control

City Council

File Type

Workshop Item

New Business - Jenna Trittin, Finance Analyst, Jason Zimmerman

Agenda Item # 2.5

City Manager Initial General Fund/EDA Budgets and Preliminary Levy

Background

Staff will provide a presentation on the initial General Fund and Economic Development Authority (EDA) budgets as well as preliminary levy options. Another council workshop for General Fund, EDA, and preliminary levy is scheduled for September 18 prior to the preliminary levy adoption.

General Fund

Council members participated in small group discussions between July 19-31 during which staff presented initial General Fund budget information. At the August 21 council workshop, staff brought a final copy of the small group presentation as well as general budget updates. A breakdown of the General Fund budget increases from small group meetings versus where it is as of September is included below. A detailed listing of the base budget, department requests, and a list of changes since small group meetings are attached to the agenda item.

2024 General Fund Budget Increases Summary			
Category	Small Group Meetings (July 2023)	September 2023	Change
Base Budget	\$4,995,889	\$4,826,136	-\$169,753
Department Requests - Council Established Guidance	257,300	222,300	-35,000
Department Requests - Council Initiatives	532,000	532,000	0
Total	\$5,785,189	\$5,580,436	-\$204,753

The 2024 budget has provided unique challenges and opportunities. In addition to changes in City staff, a new web-based budget system has been implemented. While the budgeting software provides a more accurate and sophisticated model, the collaborative city-wide budgeting efforts identified several cost elements that were incomplete or incorrectly budgeted in recent years. Budget costs can be broken into ongoing expenses that are anticipated to increase a similar amount every year and one-time adjustments that have a higher impact in the first year and a smaller impact in future years.

Ongoing Expenses

- Cost of living adjustments (COLA)
- Performance and other wage adjustments
- Union agreement adjustments
- Inflationary adjustments for supplies, commodities, fuel, and salt

One-time adjustments include new department requests, staffing additions, and finance adjustments. The one-time finance adjustments included in the 2024 budget will set the 2024 expenses at a sustainable funding level. Much smaller increases can be anticipated in the future to accommodate regular increases and inflation. The table below shows the 2024 increases versus the 2025 projected increases.

2024 General Fund Budget One-Time Finance Adjustments to Ongoing Costs		
Adjustment	2024 Increase	2025 Projected Increase
Personnel Budget Corrections	\$600,000*	\$0
Worker's Compensation Premiums	610,122	41,816**
Property, Casualty, & Liability Insurance Premiums	133,300	12,425**
Salt - change to more effective material	80,000	12,000**
Total	\$1,423,422	\$66,241

**The 2024 personnel budget corrections increase is an estimate based on comparing the 2023-2024 wage increase with the projected 2024-2025 wage increase*

***2025 projected increase assumes a 3% increase; increase is subject to actual experience and could be higher than the projected amount*

Economic Development Authority

The 2024 Economic Development Authority (EDA) budget is attached. Highlights of the EDA budget are:

- No change to the tax levy
- No monument sign for 2024; changing to every other year

Levy

All levies except for the General Fund and Debt Service Funds are recommended to remain the same as 2023. Options for the General Fund levy will be discussed at the meeting.

The debt levy needs to be increased to accommodate the 2023 debt issuances that are necessary to fund the 2023 adopted transportation program and capital equipment. The transportation program was ramped up in 2019 and continues to receive annual capital investment. As the city adds new debt to pay for transportation improvements, the debt levy will need to increase to pay off the debt. Debt issuances for transportation are generally issued with a repayment term of fifteen years. The debt levy for transportation improvements will level off around 2034 when the city holds 15 years worth of debt issuances and the oldest issuance drops off at the same time as the city adds a debt issuance.

Each year council is asked to transfer General Fund cash in excess of the city's minimum unassigned fund balance policy for other uses. Staff recommended funding 2023 capital equipment using a mix of cash and debt. The cash portion was expected to be provided from any excess General Fund balance; however, the unrestricted General Fund cash from the 2022 budget was approved to be transferred to the workers compensation and self-insurance funds to address prior shortfalls which did not leave adequate cash to also fund capital equipment. The result is the 2023 capital equipment needs to be funded solely using debt proceeds, which requires increasing the 2024 debt levy. Capital equipment notes are generally issued for a period of 5 years, so if the council desires to

continue to borrow for capital equipment, the debt levy for equipment will need to increase for the next 4 years and will level off in 2027 when the city holds 5 years worth of equipment notes.

A table showing the 2023 levy and 2024 recommended levy is included below. Additional information on the debt levy and future outlook will be provided during the presentation.

2023 Levy and 2024 Recommended Levy		
Levy	2023 Levy	2024 Recommended
General Fund	\$31,712,000	Options to be Discussed
Pavement Management	100,000	100,000
Debt Service Funds	4,800,000	6,504,855*
EDA	1,000,000	1,000,000
Parks & Trails	500,000	500,000
Total	\$38,112,000	TBD

**2024 recommended debt levy is a preliminary estimate based on numbers provided by the city's municipal advisor, Baker Tilly; the amount is subject to change based on the actual 2023 bond issuance*

State statute requires local governments to adopt a preliminary levy by September 30 (October 2 for 2023); Council will be asked to adopt a preliminary levy at the Monday September 18 council meeting. Best practice is to adopt a preliminary levy that provides adequate flexibility for the council to react to changing economic conditions and needs of the community.

Council will adopt the final levy at a December council meeting.

Proposed Truth in Taxation and budget adoption dates are:

- Monday, November 27 - Truth in Taxation (special meeting)
- Monday, December 4 - Final levy adoption (regular meeting)

Staff Recommendation

Indicate the preferred preliminary levy.

Indicate whether the following proposed dates are supported:

- Monday, November 27 - Truth in Taxation public hearing (special meeting)
- Monday, December 4 - Final levy adoption (regular meeting)

Questions for Council

What does the council want to see brought forward for a preliminary levy on September 18?

Does the council support holding a special Truth in Taxation hearing on November 27 and adopting the final levies on December 4?

Attachment List

1. 2024 General Fund Budget Increases
2. 2024 EDA Summary Budget



Small Groups (July 2023) - Initial Base Budget Assumptions

2023 service levels at 2024 costs

Assumptions

Personnel	3% COLA, Cafeteria, Adjustments <i>(251.5 FTEs, 3 Interns, Temp & Seasonal Staff)</i>	2,047,517
	Patrol Officers (2) <i>(wages, benefits, workers comp)</i>	290,192
	Insurance and Compensated Absences	1,075,663
Commodities	Salt, Vehicle & Equip Repair Supplies, Fuel	316,324
Other Services & Charges	Taxes, Other Charges, Membership Dues, Training	75,045
Facilities	Operations & Maintenance	288,790
Election Year Adjustment	Election Judges and Related Expenses	187,300
Contractual	SBM Fire, Software, Insurance, Fence Consortium, Legal Fees	715,059
Total		4,995,889



2024 Initial Base Budget Increases (September 2023)

2023 service levels at 2024 costs

Assumptions

	3% COLA, Cafeteria, Adjustments <i>(251.5 FTEs, 3 Interns, Temp & Seasonal Staff)</i>	2,151,335
Personnel	Patrol Officers (2) <i>(wages, benefits, workers comp)</i>	290,192
	Insurance	730,622
Commodities	Salt, Vehicle & Equip Repair Supplies, Fuel	316,324
Other Services & Charges	Taxes, Other Charges, Membership Dues, Training	75,045
Facilities	Operations & Maintenance	288,790
Election Year Adjustment	Election Judges and Related Expenses	187,300
Contractual	SBM Fire, Software, Insurance, Fence Consortium, Legal Fees	786,529
Total		4,826,136

2024 Initial Department Requests Under Consideration

Council Established Guidance

Administration	•Executive Recruitments	35,000
	•Classification & Compensation Update	35,000
	•All Staff Training	20,000
	•NeoGov Onboarding	9,500
Finance	•Finance Software Services	26,800
	•Citywide IT Training	11,000
	•City Software Services	10,000
Safety Services	•Axon Contract Expansion	49,000
Public Works	•Increased Equipment Rentals	6,000
Recreation	•Parks Facilities Repairs & Maintenance	45,000
Community Development	•iMS System Enhancements	10,000
Total Requests	•0.6% Increase from 2023 Adopted	222,300

Council Initiatives

Council	•Funds for Council Initiatives	60,000
Administration	•Enhanced City Marketing and Engagement	20,000
Public Works	•Dead & Diseased Tree Removals	300,000
	•Weed Control	152,000
Total Council Initiatives	•1.3% Increase from 2023 Adopted	532,000

2024 Base and Dept Request Changes Since Small Groups



Base or Dept Req	Description	Change	Notes
Base	Updated SBM Fire budget	71,470	
Base	Reduced Worker's Comp Premiums	(279,041)	
Base	Removed Compensated Absences Increase	(66,000)	
Base	Added Victim Services Position	103,704	\$90,000 grant revenue offset
Base	Misc Other Adjustments	114	
Dept Req	Removed Executive Recruitments	(35,000)	

Total (204,753)

Description	Amount
General Fund Budget Increase as of 9/11/23	5,580,436
General Fund Budget Increase from Small Groups	(5,785,189)
Change	<u>(204,753)</u>

CITY OF BLAINE, MINNESOTA				
2024 SUMMARY BUDGET EDA FUND - 213				
	2023 Adopted Budget	2024 Proposed Budget	2023 Adopted vs. 2024 Proposed	
Beginning Fund Balance	\$ 5,132,547	\$ 5,050,087		
<u>REVENUES</u>				
Tax levy	\$ 1,000,000	\$ 1,000,000	\$ -	0.0%
Lodging Tax Fee	5,000	5,000	-	0.0%
TIF Admin Fees	40,000	40,000	-	0.0%
Building Rentals	20,000	15,000	(5,000)	-25.0%
Program Fees	15,000	-	(15,000)	-100.0%
Investments	80,000	80,000	-	0.0%
Other	3,000	3,000	-	0.0%
TOTAL REVENUE	\$ 1,163,000	\$ 1,143,000	\$ (20,000)	-1.7%
<u>EXPENDITURES</u>				
Operating				
Personal Services	\$ 177,480	\$ 195,666	\$ 18,186	10.2%
Supplies	700	700	-	0.0%
Contractual Services	6,500	6,500	-	0.0%
Programs				
3M Tournament	118,500	122,000	3,500	3.0%
City Monument signage	100,000	-	(100,000)	-100.0%
Economic Development Programs				
Targeted Redevelopment	275,000	250,000	(25,000)	-9.1%
Fire Supression Grants	75,000	35,000	(40,000)	-53.3%
Business Appreciation	24,000	30,000	6,000	25.0%
Property holding costs	65,500	83,500	18,000	27.5%
Dues, subscriptions, training	8,600	9,600	1,000	11.6%
Gen Fund Admin Fees	393,300	407,900	14,600	3.7%
Facilities Maintenance	750	920	170	22.7%
Facilities Replacement	130	130	-	0.0%
TOTAL EXPENSES	\$ 1,245,460	\$ 1,141,916	\$ (103,544)	-8.3%
Increase (Decrease) in Fund Balance	\$ (82,460)	\$ 1,084		
Ending Fund Balance	\$ 5,050,087	\$ 5,051,171		



City of Blaine Staff Report

File Number: 2023-417

Agenda Date	Status
September 11, 2023	
In Control	File Type
City Council	Workshop Item

New Business - Erik Thorvig, Community Development Director

Agenda Item # 2.6

Adult-Use Cannabis Information

Background

Attached is a memo from the city attorney regarding the legalization of cannabis in Minnesota. Pursuant to the new law, use of recreational cannabis by adults became legal August 1, 2023, but the sale of cannabis, cannabis products, and lower-potency hemp edibles is not legal until the Office of Cannabis Management begins issuing cannabis business and hemp business licenses.

The Legislature did not identify a date when the Office of Cannabis Management will begin accepting, processing, and granting applications for cannabis businesses and hemp businesses. It seems generally understood that it will be a year or more before the Cannabis Management begins issuing licenses. Therefore, no retail sale of cannabis can occur until this is in place. This will allow cities time to study the issue and determine what local regulations to put in place regarding the sale of cannabis.

One of the recommendations in the attached memo is to establish a moratorium on both hemp and cannabis businesses through zoning. Many cities have adopted a moratorium to study the impact of retail sales and how to regulate them through zoning. A city continues to possess zoning and land use controls through which the city may regulate a cannabis business' location and the number of cannabis businesses in the city. A city must allow at least one cannabis business registration for every 12,500 residents; if a county, however, has one active registration for every 12,500 residents, then a city is not obligated to register a cannabis business. A city may also permit more than the minimum permitted by state law. Cities may prohibit the operations of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Given that the state hasn't created a licensing mechanism yet and retail sales are not permitted until then, a moratorium does not need to be immediately adopted, but Council may wish to consider implementing one to provide direction to current and any new lower-potency hemp businesses on where or how many eventual cannabis licenses may be allowed. However, it is still recommended to

allow time to study the issue. A future workshop item will be scheduled to discuss the merits and timing of a moratorium. This will also allow time for the city to determine how/if to license these facilities.

The Blaine City Council has previously addressed/discussed the following additional topics related to hemp and cannabis:

2022 Law Related to Edibles - as Council may recall, a new law was enacted at the end of the 2022 legislative session that allowed certain edible and beverage products infused with tetrahydrocannabinol (THC) to be sold. At that time, staff had brought forward a potential licensing ordinance for these lower-potency hemp products for Council to consider regulating the sale of these products. Knowing the likelihood of additional legislation regarding cannabis in 2023, Council consensus was not to adopt a licensing ordinance at that time and allow these products to be offered for sale in the City as legally allowed without any licensing requirements, fees, or restrictions.

Smoking of Cannabis in Public Places - prior to the legalization of cannabis in August, the City amended its current tobacco use policy in parks to include cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products in public places, including parks, trails, and public buildings and spaces. The goal was to provide the policy for park and police patrol as an educational tool first regarding use of these products in public spaces. Staff may eventually recommend an ordinance amendment for Council consideration that would include more enforcement/penalties if needed, but felt the approach would be best to first educate the public and be able to respond to complaints as we navigate this new law. To date there have been no concerns regarding use in public spaces.

Staff Recommendation

Receive the update and ask questions. No specific direction is being requested at this time.

Questions for Council

Attachment List

1. City Attorney Memo - Cannabis Hemp and THC Background and Recommendations

ECKBERG LAMMERS MEMORANDUM

To: Blaine City Council

From: Thomas R. Loonan, City Attorney

Date: July 25, 2023

Re: Cannabis Business Regulation

This Memorandum provides a summary background of the adult-use cannabis legislation followed by a series of proposals for the City of Blaine to consider:

1. **Recommendation** that the City adopt a code prohibiting anyone from using cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place.

The basis for this recommendation is to ensure that use of cannabis is prohibited in public spaces similarly to prohibition of tobacco and liquor in public buildings or public spaces.

2. **Recommendation** that the City adopt Interim Moratorium Ordinance regarding Hemp and Cannabis businesses to provide time to undertake a zoning study and receive information and guidance from the newly created Office of Cannabis Management.

The Cannabis Legislation authorizes a municipal moratorium and there is an argument that the moratorium power under the new law applies to cannabis only and does not extend to hemp. This moratorium would be enacted under the City's existing zoning authority, specifically Minnesota statutes section 462.355, apply to both hemp and cannabis and provide the City of Blaine to undertake a zoning study and receive information and guidance from the newly created Office of Cannabis Management

3. **Recommendation** that the City hold a public hearing and thereafter adopt Interim Moratorium Ordinance regarding Hemp and Cannabis businesses to provide time to undertake a zoning study and receive information and guidance from the newly created Office of Cannabis Management. This interim moratorium ordinance would be enacted as authorized by the Cannabis legislation, specifically Minnesota Statutes section 342.13, subd. 3, which takes effect on August 1, 2023.

CANNABIS LAW GENERALLY

This legislative session Minnesota adopted a new law legalizing adult-use cannabis. Along with legalizing adult use cannabis, the Legislature adopted a series of laws creating various licensing schemes for cannabis businesses and hemp businesses, creating the Office of Cannabis

Management to regulate the cannabis and hemp industry, and, importantly for Minnesota cities, setting forth options for local control by cities.

Pursuant to this law, use of recreational cannabis by adults will be legal beginning August 1, 2023, but the sale of cannabis, cannabis products, and lower-potency hemp edibles is not legal until the Office of Cannabis Management begins issuing cannabis business and hemp business licenses. The Legislature did not identify a date when the Office of Cannabis Management will begin accepting, processing, and granting applications for cannabis businesses and hemp businesses.

Theoretically, the Office of Cannabis Management has the authority to begin issuing licenses as soon as the law is effective on August 1, 2023. It seems generally understood that it will be a year or more before the Cannabis Management begins issuing licenses. Presently, however, when cannabis businesses and hemp business may begin lawful operation in Minnesota cannot be exactly predicted.

The Office of Cannabis Management must consult with a city prior to issuing a license for a cannabis business or hemp business operation to ensure the business complies with the City's zoning code. Once the Office of Cannabis Management issues a license for a cannabis business or hemp business, a city must issue a registration to the licensee for operation in their city.

All that being said, edible cannabinoid products, which were made legal in the 2022 Legislative Session, continue to be legal to sell through March 1, 2025. However, once the Office of Cannabis Management begins issuing lower-potency hemp edible licenses, cities would no longer have licensing power over edible cannabinoid products and must begin registering retailers through the city's cannabis retailer registration process.

There is a minor difference between lower-potency hemp edibles, which cannot be sold until a license is obtained from the Office of Cannabis Management, and edible cannabinoid products, which can be sold now (**see Exhibit A – Difference between Lower-Potency Hemp Edible Products & Edible Cannabinoid Products**). An edible cannabinoid product contains a cannabinoid but a lower-potency hemp edible can contain hemp concentrate or cannabinoids. Also, lower-potency hemp edibles can contain a higher amount of cannabidiol, cannabigerol, or any combination of those with THC.

Importantly, a city continues to possess zoning and land use controls through which the city may regulate a cannabis business' location and the number of cannabis businesses in the city (**see Exhibit B – Statutory Regulations for: Sales of Edible Cannabinoid Products, Hemp Businesses, & Cannabis Businesses**). A city must allow at least one cannabis business registration for every 12,500 residents; if a county, however, has one active registration for every 12,500 residents, then a city is not obligated to register a cannabis business. And a city may also permit more than the minimum permitted by state law. Cities may prohibit the operations of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.

In short, cities have the option to prohibit use of cannabis products in public places, restrict the hours of cannabis businesses, limit the number of cannabis businesses, place reasonable time, place, and manner restrictions for cannabis businesses, and finally prohibit cannabis businesses

with an interim ordinance through January 1, 2025. Cities also have the option to regulate and restrict hemp businesses with their traditional regulatory authority. Cities do not have the option to prohibit cannabis use in their city; and they do not have the option to prohibit cannabis businesses in the city beyond January 1, 2025. Finally, the statute allows cities themselves operate a municipal cannabis store.

In summary, the use and possession of cannabis is lawful as of August 1, 2023, but currently no business is authorized to sell cannabis. And regulation, licensing, and local zoning controls for both hemp and cannabis remain to be developed. How regulation of hemp and cannabis will impact edible cannabis remains to be determined. As a result, here are the following the options and recommendations for the Blaine City Council to consider.

RECOMMENDATIONS – CANNABIS AND HEMP

Many unknowns remain as to the methods towns, cities, counties, and the State will use to regulate this new cannabis and hemp industry for the State of Minnesota. Interim moratorium ordinances provide cities the best option to study, learn, and make informed decisions as to how best manage this new industry in a manner that best fits their city and maintain a city's legal rights to regulate accordingly. Therefore, the Blaine City Attorney makes the following recommendations:

1. **Public Use Prohibition.** City of Blaine adopt an ordinance prohibiting the use of cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products in public places. This ordinance would permit law enforcement in the City of Blaine to charge individuals using such products in public places with a petty misdemeanor. While the City of Blaine cannot prohibit the use of such products at a private residence, private property where the owner permits the use, or the premises of an establishment or event licensed to permit on-site consumption, the City can prohibit it just about everywhere else with this ordinance.
2. **Hemp and Cannabis Moratorium.** That the City of Blaine adopt an interim ordinance prohibiting the operation of hemp businesses for a period of one year, and would include a moratorium on Cannabis, which remain in effect until the Cannabis and Hemp Moratorium recommended below is enacted. The legislature did not give cities the option to prohibit the operation of hemp businesses with an interim ordinance through 2025. This means cities may only adopt an interim ordinance for one year. Adopting interim ordinances will give the City time to adopt or amend official controls for cannabis businesses and hemp businesses prior to the Office of Cannabis Management approving licenses in the City.
3. **Cannabis and Hemp Moratorium.** That the City of Blaine conduct a public hearing and adopt an interim ordinance prohibiting the operation of cannabis and hemp businesses thru January 1, 2025. This interim moratorium ordinance would be enacted as authorized by the Cannabis legislation. To the extent the Cannabis legislation permits the moratorium to extend to hemp, this moratorium would apply to hemp as well. The interim moratorium ordinance will give the City time to adopt or amend official controls for cannabis businesses and hemp businesses prior to the Office of Cannabis Management approving licenses in the City.

EXHIBIT A
DIFFERENCE BETWEEN LOWER-POTENCY HEMP EDIBLE PRODUCTS
&
EDIBLE CANNABINOID PRODUCTS

Subd. 50 Lower-potency hemp edible means any product that:

- (1) is intended to be eaten or consumed as a beverage by humans;
- (2) ***contains hemp concentrate*** or an artificially derived cannabinoid, in combination with food ingredients;
- (3) is not a drug;
- (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, ***25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;***
- (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;
- (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;
- (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and
- (8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

Repealed March 1, 2025:

151.72 Subd. 1(f) Edible cannabinoid product means any product that is intended to be eaten or consumed as a beverage by humans
Contains a cannabinoid In combination with food ingredients
Is not a drug
must not contain more than five milligrams of any delta-8 or delta 9 THC in a single serving (Subd 5a(f))

Does not contain any other artificially derived cannabinoid

EXHIBIT B
STATUTORY REGULATIONS FOR: SALES OF EDIBLE CANNABINOID
PRODUCTS, HEMP BUSINESSES, & CANNABIS BUSINESSES

Types	Edible Cannabinoid Products	Lower-Potency Hemp Edibles	Cannabis Products
Display/ Storage	Every person selling edible cannabinoid products to consumers, other than products that are intended to be consumed as a beverage, must ensure that all edible cannabinoid products are displayed behind a checkout counter where the public is not permitted or in a locked case.	A lower-potency hemp edible retailer shall ensure that all lower-potency hemp edibles, other than lower-potency hemp edibles that are intended to be consumed as a beverage, are displayed behind a checkout counter where the public is not permitted or in a locked case. All lower-potency hemp edibles that are not displayed must be stored in a secure area.	Retail area may have samples and cannabis products available for sale displayed (one of each type). The products must be stored in the secure storage area.
Age Verification	Prior to sale employee must verify	Prior to sale employee must verify	Prior to sale employee must verify
Liquor License Permissions	On-site consumption permitted for establishments with on-sale licenses. Exclusive Liquor Stores may sell.	Exclusive liquor stores may sell.	
Prohibit	Silent	Silent	No – 342.13(b)
Zoning	Silent	Silent	Reasonable time, place, manner restrictions. Option to prohibit 1,000 feet from a school; 500 feet of day care, residential treatment facility, attraction w/in a public park regularly used by minors
Interim Ordinance	Silent	Silent	Regulate, restrict, or prohibit until Jan. 1, 2025
Number of Businesses	Silent	Silent	1/12,500 residents
Employee Age	Silent	Silent	Must be 21+
Age to enter	Silent	Silent	21+
Hours	Silent	Silent	Closed from 2AM – 8AM Mon-Sat. 2AM-10AM Sunday. City may further restrict to sales from 9PM -2AM or 8AM-10AM.



City of Blaine Staff Report

File Number: RES 23-140

Agenda Date	Status
September 11, 2023	
In Control	File Type
City Council	Resolution

New Business - Cathy Sorensen, City Clerk

Agenda Item # 2.7

Agenda Format for City Council Meetings Regarding Rules of Order and Procedure and Addendum

Executive Summary

Council is asked to adopt a resolution for the revised rules of order and procedure.

Background

At the August 14 workshop, council reviewed staff recommendations regarding amendments to the current rules of order and procedure. After discussion and input, revised rules were presented for council adoption on August 21 and was tabled for further review at a workshop. Changes that had been incorporated from the August 14 workshop are outlined below:

- removal of language regarding suspension of rules by vote of super majority for Adoption of Agenda
- removal of language that participants may not speak on items that have already had a public hearing at a previous meeting under Open Forum
- amendments to items for inclusion on the Consent Agenda such as CUPS, variances, second readings of rezoning, preliminary plats, and items with limited concern/no public comment

Under Other Business at the August 21 meeting, a motion was adopted regarding Placement of Items on an Agenda as stated below:

Any two members of Council may place an item on a council meeting agenda if the item is submitted by the end of the business day on Monday, one week preceding the Monday council meeting. Items must be presented in writing to the city manager. Items sent one week prior will be included in the original printing of the agenda. Thereafter, items requested by any two members of council prior to the time the agenda is formally adopted at the council meeting will be included in the recommended additions to the agenda by the city manager. These recommended additions will be adopted onto the agenda by a majority vote of council.

Staff is suggesting that this adopted language be incorporated in the finalized resolution for adopting rules of order and procedure so this rule is clearly documented. Once general consensus is reached on any remaining items, a finalized resolution adopting rules of order and procedure will be placed on an upcoming council agenda for formal adoption. As noted earlier, council will be asked to adopt these rules annually by resolution at the first business meeting of the year in order to best document the most current rules going forward, so this item will be before council again in January 2024. If adopted, the final resolution will formally replace Resolution 99-152 and all its adopted addendums that have occurred over time.

For further background staff thought it may be helpful to include past addendums adopted by council.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by maintaining governance processes that work.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

Council is asked to provide feedback on the proposed resolution and addendum regarding rules of order and procedure.

Attachment List

1. 8-14-23 Workshop Item
2. 1-3-22 Council Item
3. Orders of Business - Proposed Revisions 8-21-23
4. 2018 Rules of Order
5. 2019 Rules of Order
6. 2020 Rules of Order
7. 2021 Rules of Order
8. 2022 Rules of Order
9. 2023 Rules of Order



City of Blaine

Signature Copy

Resolution: RES 23-140

Agenda Format for City Council Meetings Regarding Rules of Order and Procedure and Addendum

WHEREAS, the City Council of Blaine has determined that the objective of council meetings is to formulate policy, hold public hearings, discuss and debate business items; and

WHEREAS, the procedure outlined in the resolution and addendum is determined to be conducive to the proper expeditious handling of city council business; and

WHEREAS, this resolution formally replaces Resolution 99-152 and all subsequent addendums outlining definitions and explanation of city council order of business and rules of procedure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the council shall be conducted in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Awards-Presentations-Organizational Business
6. Communications
7. Open Forum
8. Consent Agenda
9. Public Hearings and Items Set for a Certain Time
10. Development Business
11. Administration
12. Other Business
13. Adjournment

BE IT FURTHER RESOLVED that this resolution and attached addendum hereby replaces Resolution 99-152 and all subsequent addendums for agenda format for city council meetings regarding rules of order and procedure and its updated addendum of definitions and explanation of city council order of business.

PASSED by the City Council of the City of Blaine this ____ day of _____, 2023.



City of Blaine

Staff Report

File Number: 2023-274

Agenda Date	Status
August 14, 2023	
In Control	File Type
City Council	Workshop Item

New Business -

Agenda Item # 2.6

Rules of Order and Procedure

Background

With implementation of CivicClerk and continued efforts toward meeting efficiency and public transparency, staff had recommended updates to the rules of order and procedure annually adopted by council. At the April 25 workshop, council began review of the proposed amendments along with the council code of conduct and requested both topics be brought back for further discussion. Due to time constraints, staff will bring forward potential amendments to the code of conduct, (which was adopted December 2022), to a future workshop.

In researching meeting minutes and resolutions, council rules of order and procedure have changed over time, beginning in 1976. The last resolution for order and procedure was adopted in 1999 and included an addendum that is reviewed by council for amendments and adopted at the first business meeting of each year. Over the years, the addendum (rules of order) changed often. The most recent version is included as an attachment, with proposed changes in highlight/underline. Going forward, staff is suggesting a full new resolution is adopted instead to provide clearer history for current and future councils and recognize and identify how processes have evolved over time as councils and city managers have changed over time. In addition, council annually adopts a resolution affirming council/staff responsibilities. This annual resolution affirming the work of both council and staff began in 1986 and directed that each year it be presented as the first order of business to pledge that our sole purpose is to serve the public interest.

At the May 21, 2021 retreat, council discussed the topic "Council Requests for Agenda Items". The result of that discussion was the creation of the current practice for council-directed items.

A short summary of proposed changes to the rules of order and procedure (Attachment 4) follows:

- *Open Forum* – as cities are allowed to place some limits with regard to time, place, and manner for public forums, staff is suggesting amended parameters that may help provide opportunities

for more members of the public to speak by limiting comments regarding a specific topic. Creating public comment cards and sign in sheets will assist the public in understanding how they can address the council, will accurately capture speaker information such as address for followup if needed, and serve as a tool for the mayor/presiding officer to know how many individuals wish to speak and the scope of topics. Clarification has also been made as to when the public should speak on topics already included on the agenda, such as through public hearings.

- *Consent Agenda* - to continue using the consent agenda as a tool for effective meeting management, additional items are being suggested for inclusion on the consent agenda . As always, council can remove any item from the consent agenda for separate discussion and consideration, and clarifying questions can be asked without the need for removal of an item from consent for separate action and vote. (Attachment 3 is a summary of information from other cities regarding consent agendas).
- *Agenda Item Scheduling* – to ensure adherence with state statute, city charter, city mission statement, and open meeting law that provides deliberate public transparency and notice, clarification on scheduling agenda items is being made for both workshop and regular council meetings. These changes will ensure sufficient time for staff to research and provide council full and accurate information for informed decision making which reduces the risk of unintended consequences and results in good policy making.

Staff has included policies from other cities as well as sample rules for comment for consideration.

Attachments 1 and 2 are sample tools that can be implemented for use by the public during meetings. Using these can assist with the accuracy of the record and the orderly management of the meeting.

Staff Recommendation

Council input is requested.

Questions for Council

Staff is seeking input on the proposed amendments to Council rules of order and procedure.

Attachment List

1. Minnesota Mayors Handbook-Rules for Public at Meetings - Sample
2. Sign In Sheet
3. Consent Agenda Use - Other Cities
4. Rules of Procedure Survey
5. Rules of Procedure Survey - Attachments
6. Minnetonka Council Rules of Procedure 2020
7. Minnetonka Council Item
8. Roseville Rules of Procedure
9. Resolution 76-12 Adopting Agenda Format for Council Meetings
10. Resolution 99-152 Adopting Agenda Format for City Council Meetings
11. Orders of Business - Proposed Revisions 2023

Appendix C: Summary Rules for Public Comment

Sample for Use with Minnesota Mayors Association *City Council Bylaws*

City Council

Mayor: _____

Councilmembers:

City Staff:

City Manager:

City Attorney:

City _____:

City _____:

City _____:

City _____:

**Meeting Dates &
Times:**

WELCOME to the meeting of the Blaine City Council. Please take a moment to read our guidelines for public participation in City 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 adopt a motion by voice vote. Generally, a simple majority vote of the members present is needed to pass most motions.

Public participation in meetings: Comments from the public are restricted to the public forum period.

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

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

Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceedings of the Council meeting.

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.
 - Open Forum is an opportunity for the public to present an issue or concern to City Council. There is a maximum of fifteen minutes set aside for open forum. Each presentation should be limited to no more than three minutes. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.
- Be recognized by the Mayor/presiding officer before speaking. Comments are limited to three minutes.
- Direct their remarks to the Mayor/presiding officer.
- Follow the direction of the Mayor/presiding officer.

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 Mayor/presiding officer will be warned that further disruptive conduct could result in a recess and/or removal from the meeting. If the conduct continues, the Mayor/presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the Mayor/presiding officer, the Mayor/presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means.

The Mayor/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

**City Council
Agenda/Orders of
Business:**

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Awards-Presentations-Organizational Business
5. Communications (Council/Staff)
6. Open Forum
7. Adoption of Agenda
8. Consent Agenda (includes approval of bills paid/minutes.
9. Public hearings
10. Development Business
11. Administration
12. Other Business
13. Adjournment

**Contact information
for City Hall:**

Hours of operation:

Open Forum Sign In

If you wish to address the Council regarding a matter not on the current agenda, please register below.

- Every Council meeting has an Open Forum portion of the agenda.
- Wait for the Mayor to call upon you to address your issue to the City Council.
- Begin by stating your name then provide your comments. Speak clearly so that all may benefit from your remarks.
- Please limit comments to three minutes.
- If there are several in attendance related to one topic, the Mayor may note for the record your presence but may limit the number of speakers on one topic to allow for other topics to be presented.

	<u>NAME</u>	<u>ADDRESS</u>	<u>Phone # (optional)</u>	<u>Subject</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Example: Bob Jones

1234 St. James Place

(952) 555-5555

Consent Agenda

Woodbury

- Site plan reviews
- Final plats/ consent to prepare a Developers Agreement
- Extension of approvals

Eagan

- final subdivisions & plat
- final planned developments
- Contract releases

Bloomington

The only Planning applications that the City Council does not put on consent agenda are those that require a Public Hearing according to the City Code. The Code section has a legend and indicates what applications require public hearings (PH) for items that Council is the decision maker (DM).

These items are on consent:

- CUP
- IUP
- Variance

Here is a link to the City Code section that specifies who the decision makers are for each application and which applications require a public hearing to be held at City Council:

https://codelibrary.amlegal.com/codes/bloomington/latest/bloomington_mn/0-0-0-111609

Fridley

It really does depend upon the item and if there is controversy or not.

But typically:

- CUP
- Final Plats
- Sometimes Pre Plats and Lot Splits

- Second Reading of Rezoning

Brooklyn Park

- Development Agreement (Bond Release)
- Final plats (if the preliminary plat was passed by unanimous vote)
- Second reading of a rezoning.

Maple Grove

- Final Plats
- AUAR & EAW adoptions
- Most resolutions of approval

For the resolutions, we have items go to CC twice, once where they review and send it to the City Attorney to draft a resolution, and then the second time with the actual resolution.

Edina

- Final Plats
- Second Reading Rezoning

Coon Rapids

- Final Plats
- Development Agreement Releases
- Right of Entry Agreements

This is something we are actually working with our city manager on to get more clarity when something could be on the consent agenda. Generally right now we put final plats, development agreement releases and right of entry agreements on consent.

Other planning items that go to the Council include rezonings/comp plan amendments, zoning ordinance amendments and site plan reviews for projects in our special PORT Districts along Coon Rapids Blvd. Planning staff typically give a brief presentation on these items. Our conditional use permits only need Planning Commission approval and do not go to Council (unless someone appeals a decision by the Planning Commission).

Champlin

- 2nd readings of ordinances
- Final plats
- Appointments to Planning Commission

St. Louis Park

- CUP amendments
- Second Readings of Ordinances
- Final Plats
- Time limit extensions for Plats/CUPs

We don't have a hard and fast rule for which applications can go on consent. Usually it's small, uncontroversial projects that don't have any discretionary approvals. Personally, I've worked on a couple of conditional use permits for building expansions and site improvements for existing uses that needed a CUP amendment. Those can sometimes go on consent, especially if we don't get any comments during the public hearing. Final plats could also go on the consent agenda; usually we process preliminary and final plats together so it doesn't come up. Planning development contracts are approved administratively by staff review, so they don't usually go to council. Time limit extensions for plats or CUPs, when the project is delayed but we still expect it to move forward, can go on consent.

Second readings of ordinances are on consent.

Minnetonka

- CUP
- Final Plats
- Pre-Plats
- Variances

Final plats always go on the consent agenda, and projects that staff is recommending denial of always go on the non-consent agenda. Those are really the only true "agenda rules" in our community. That said, staff tries to make good use of our consent agenda. As we draft each agenda, planning staff determines what projects we think need discussion. These could be items containing multiple applications (like redevelopment projects), items that we perceive to be controversial, items similar to past items the commission or council have discussed, or items that staff wants some policy direction on. If we don't think discussion is necessary, we put the item on consent. It is not uncommon for us to have variances and CUPs on both our consent and non-consent agenda. For example, the agenda we are working on this week includes:

Consent Agenda

- Side yard setback variance for garage addition;
- Amendment to an existing sign plan;
- CUP for an orthodontics clinic; and

- CUP for a periodontal clinic.

Non-Consent

- Expansion permit (variance for expansion of a non-conforming use); and
- CUP and IUP for an indoor pickleball court

Plymouth

- Conditional Use Permits that have been recommended for approval by the PC and did not receive any opposition at the public hearing
- Final Plats
- Development Contracts and development contract financial guarantee reductions/releases
- Site plan amendments that have been recommended for approval by the PC and did not receive any opposition at the public meeting
- Variances that have been recommended for approval by the PC and did not receive any opposition at the public meeting

Rules of Procedure/Agenda Item Placement

City	Processes Used
Bloomington	If a Councilmember asks to have an item added to a City Council meeting, generally the City Manager will gauge Council interest in the item. If there is general interest by a majority or at least several of the Councilmembers, the City Manager will take that back to staff and have it added to a future agenda. Timing obviously depends on what the item is; if it's something fairly quick that staff can pull together it could have a quick turnaround. It also depends on how heavy the upcoming agendas are, how time sensitive the item is, or how much staff time is required to prepare the item. If a Councilmember requests an item be added to a meeting but there is no interest by other Councilmembers or Mayor, depending on what the issue is, staff may take the matter offline. We no longer have study meetings; we started combining study meeting items into our regular City Council meetings a couple years ago. These items take place at the end of our regular City Council meetings under "organizational business" on the agendas. These are the items where staff or external people have an opportunity to present updates to council. Council usually will not vote on these items but may provide staff with feedback and desires for next steps. Approximately once a year or once every other year, we have council retreats where the Mayor, Council, and City Manager discuss priorities and work plans. These retreats are not regularly scheduled but are held as needed. These meetings are open to the public but no official action is taken at these meetings that members must vote on. All reports, communications, ordinances, resolutions, documents, or other matters submitted to the Council must be filed before 4:00 p.m. on the Wednesday prior to the Monday Council meeting at which consideration is desired, and must be delivered to the City Manager, or in the Manager's absence must be filed with the acting City Manager, for inclusion in the proper order of business on the agenda. Provided, however, in unusual circumstances and when the matter does not require investigation by the City Manager or department head, matters may be accepted after completion of the agenda upon approval of the City Manager. Any two members of the Council or the Mayor may request that the City Manager include a matter on the agenda.

Burnsville	Council can add to the regular Council agenda but this is rarely done. If so the Mayor would request if there is an "emergency" item to add to the agenda and would need a majority to do so. More often, we use a standing ROUNDTABLE item on our monthly work session agenda and the Council asks the City Manager to add a discussion item to that. Sometimes an item is added during the ROUNDTABLE discussion but that is generally frowned upon. This provides Council an opportunity to discuss openly and if they have a majority give staff direction to move forward. We also have related items that come up during discussion of other items that are added to a future meeting with consensus.
Champlin	Same as Maple Grove
Coon Rapids	The attached resolution outlines "formal" rules for Council procedure to add items to the agenda. That being said, our regular practice is that Councilmembers contact the City Manager about an item they may want to add who facilitates any necessary research related to the item and makes the determination as to how to proceed. As far as work session meeting topics, the City Manager maintains a spreadsheet with the dates of meetings and a list of items that covers the entire year. There is also space for items that have been brought up but not risen to the level of making an agenda. Once per year a work session planning discussion occurs at a work session where the City Manager presents the list prepared by staff and Council discusses. It's at this meeting Council can ask to add an item if there is a majority in favor of doing so. The informal process for work sessions is the same as for regular Council meetings. If something comes up during the year they want to discuss, Councilmembers contact the City Manager who facilitates any conversation or research related to it and makes the determination as to how to proceed. Under Other Business Councilmembers can bring up topics both at the regular or work session meetings, to briefly bring something up if it is an item that is not yet ready for full discussion at a work session or regular meeting. This would be very brief and is how some things make it onto the "items brought up for possible work session at a later date" list.

Fridley	We have a very informal process facilitated by the City Manager. Through informal conversations with the Council, items eventually make their way to a Conference Meeting for formal discussion.
Maple Grove	Per City code, the Council may amend the agenda at the meeting and add, delete, or amend items. The Mayor offers the opportunity to make agenda amendments immediately after calling the meeting to order. This method is mostly used when an item is on consent and the Councilmember wants to pull it for further discussion (i.e. retirements, new hires, awards, etc.). When a Councilmember has something new that they would like to discuss, that Councilmember would informally have a discussion with the City Administrator. This typically leads to staff researching something or providing a memo to the entire Council on the topic. If Councilmembers want to pursue/discuss something further, they would notify the City Administrator who would offer to put the item on a future discussion, most likely at a work session. During discussion of a specific scheduled item a Councilmember may request that a related topic be discussed at a future meeting as well.
Maplewood	Most workshop and Council agenda items are a result of applications and general operations of the City, however, we do have a fixed agenda item and time during Council meetings called Council calendar update to gather topics of interest to Council. The City Manager goes over upcoming agenda topics, reviews the progress of past topics not yet concluded, and gives time for Council to bring up topics which they would like to discuss or have staff research. Sometimes this item is discussed at the meeting as it is a quick question staff can answer. If it is a larger topic and there is Council consensus, the topic is added to an ongoing list of topics of concern or interest. These topics may have been brought up outside of the meeting but this is the time which full council interest is determined to most efficiently use staff resources. If consensus is not reached, the item is not added. The attached report is provided with the packet for items.
Minnetonka	In practice, the City Manager sets the regular meeting agenda and Council has the opportunity to bring items up at study sessions, per the attached Policy 1.5. Section 1.5 applies the most

	and Councilmembers are steered to this section when they want to discuss items of particular interest.
Mounds View	For internal process we utilize only one common agenda that can be open by one person at a time and items include only routine or in-the process items such as budget, strategic plan, planning items; only directors can add to the agendas. It's very rare a Councilmember adds an item and it is usually something more ceremonial and is nothing of substance in order to allow staff to research first. Council reports at end of each meeting on topics for future scheduling but no one Councilmember can add, there needs to be consensus/direction. City Administrator will get input Directors and sometimes Mayor on topics to include on a workshop agenda. Two or more Councilmembers can request a topic be added to a workshop agenda and Council reviewed the full workshop topic list at each meeting to allow for changes in timing, time spent, and priorities but is done by consensus. Workshops are held once per month with the goal of the meeting lasting no more than 3 hours.
Plymouth	Similar to other cities, Council can add items to the agenda during the meeting when agenda is approved but no formal action is taken on items added to the agenda. Typically hold study sessions before every regular meeting. The last agenda item during the study session is to set future study sessions. During this time, Council has the opportunity to bring up ideas for future discussion at either an upcoming study session or regular council meeting. If three Council members agree this is something worth discussing, staff adds it to a future agenda.
Ramsey	We have an informal policy that changes to the agenda need to be requested by Monday at noon for a Tuesday Council meeting. As far as adding new items to the any agenda, we have always had two Councilmembers bring forward a new item, one to motion and the other to second to get an item added ahead of time, the same applies to adding items during the meeting. Any individual Councilmember can request that an item gets moved from Consent to the regular agenda. The City Administrator requests that changes to an agenda occur no later than noon the day before the meeting to allow time to republish the agenda and give other Councilmembers a chance to review these changes. We also request that Council notify the Administrator/staff of any questions in advance to allow for time to research before the

Roseville	meeting as having information available for the meeting will allow Council to make decisions in a timely manner and minimize the need to postpone items. We amended our Rules of Procedure to include the process so it is more formalized (attached). If a Councilmember wants to discuss an item they bring it up at the end of the meeting and it is placed on the next meeting agenda for a vote on whether or not to have a discussion on the topic. If a Councilmember initiates an item for discussion, they would provide any documentation/report/etc. to be included in the next meeting materials, which has helped eliminate staff doing a lot of work in the event the full Council decides the topic is not going to move forward. Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows: 1. A Councilmember may, at a council meeting, request that an item be placed on a future council agenda, or; 2. A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, no later than noon of the Wednesday preceding the council meeting. An agenda item submitted per 1 or 2 above will be included on the agenda for the next council meeting under the heading "Council Direction on Councilmember Initiated Agenda Items" at which time the Council, on consideration of any preliminary material provided by the initiating Councilmember for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or; Additionally, a Councilmember may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers present.
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St. Louis Park	1. Use request form for study session topics. 2. Use follow up staff analysis template. The analysis is given back to the requesting Councilmember so they can decide whether they want to pursue the discussion with their colleagues and includes factors such as impacts, cost, staffing, capacity, other affected agencies, pending policy discussions, timeline, alignment with strategic priorities. 3. Updated Council norms/protocols (attached)
Woodbury	See attached

DEFINITIONS AND EXPLANATIONS OF CITY COUNCIL ORDER OF BUSINESS

Addendum to Resolution 23-2

The items contained in the formally adopted order of business for the Coon Rapids City Council shall have the meanings commonly associated therewith unless otherwise defined or explained herein.

1. **ADOPTION OF AGENDA:** This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions or changes to the proposed agenda. After an agenda has been formally adopted, any change thereto shall require a two-thirds (2/3) vote of all members present.

2. **CONSENT/ INFORMATIONAL ITEMS:** Consent items are those business items which must be acted upon by the City Council, but which are routine and generally do not require any discussion or debate. Informational items do not require formal action and are provided as an update or comment to an item of interest to the Council. The City Manager is authorized to prepare a list of consent items, but any Councilmember or the Mayor may request that a particular consent item be removed from the consent list and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.

3. **PUBLIC HEARINGS:** The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.

4. **OPEN MIC:** This order of business provides a time for members of the public to approach the Council and comment, ask questions, present a concern or make a statement specifically relating to City business that is not already on the agenda for that meeting. Each speaker will be limited to three minutes and will be informed by the Mayor when their time is concluded. The Mayor will advise the audience of the time limit when introducing the Open Mic portion of the meeting. The speaker will be asked to come to the podium set up for that purpose, state his or her name and address, and give his or her statement, question or concern. Councilmembers may speak briefly to an Open Mic item for the purposes of asking for clarification, providing additional, pertinent information, or responding to questions raised by the speaker or another Councilmember. The Mayor will explain to the speaker that the statement, question or concern will be referred to the City staff for review and then a report will be sent to the speaker prior to the next regularly scheduled Council meeting. It is recognized that not all issues may be resolved at or prior to the next Council meeting, but the speaker will be informed of the progress on the issue prior to the next meeting. Staff will draft a response to be submitted as part of the next City Council Agenda. The speaker will be provided a copy of the report and any subsequent reports until the matter is resolved. Speakers are prohibited from engaging in personal attacks on Councilmembers, staff, or member of the public. Should this occur, the presiding officer will inform the speaker his/her opportunity to address Council has been relinquished and the person must leave the podium.

5. **OTHER COUNCIL BUSINESS:** This order of business provides an opportunity

for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to, such items as questions or concerns of Councilmembers, questions or concerns that have been expressed to Councilmembers by citizens and suggestions by Councilmembers for future workshops which will be scheduled upon consensus of the Council.

Items may be placed on or removed from an agenda by any Councilmember in accordance with the following procedures:

A. PLACEMENT OF ITEMS ON AN AGENDA. Any Councilmember may have an item placed on a meeting agenda up until the time the agenda is formally adopted at the Council meeting. Thereafter additions to the agenda will be permitted only upon a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

Items submitted by the Wednesday preceding a regular Council meeting will be included in the original printing of the agenda. Thereafter, items requested by Councilmembers will be included in the recommended additions, deletions and amendments distributed at the Council meeting.

B. REMOVAL OF ITEMS FROM AN AGENDA. Any Councilmember who has placed an item on an agenda will be given the courtesy to remove that item from the agenda at any time prior to the formal adoption of the agenda. Thereafter an item may be removed from the agenda with a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

If an item which was placed on an agenda is deleted at the originator's request prior to the meeting, the City Manager will advise the Council as part of the additional agenda materials provided prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by the originator of the item or by any other Councilmember.

Any Councilmember who has placed an item on an agenda, who will be absent from a meeting, may have that item on that meeting's proposed agenda removed or postponed by notifying the Mayor or the City Manager no later than 3:00 p.m. on the day of the scheduled meeting.

However, if the item has been placed on the agenda by another Councilmember, then it can be removed or postponed only with the concurrence of that Councilmember.

Adopted by the Coon Rapids City Council this 3rd day of January, 2023.

Jerry Koch, Mayor

ATTEST:

Joan Lenzmeier, City Clerk

St. Louis Park City Council norms

DO:

- Assume good intentions
- Agree to disagree
- Pay attention to each other; listen
- Accept the vote once taken and support implementation. (*Suggested response: "I accept the body's decision, even though I didn't vote for it."*)
- Make sure everyone has opportunity to speak
- Be respectful, open and honest
- Exercise humility
- Seek opportunities to make/build connections with each other
- Address problems with other council members in a timely and constructive manner
- Accept the decisions of other council members
- Focus discussions on policy
- Check self in adherence to norms; practice self-regulation

DON'T:

- Have side conversations
- Personalize policy disagreements, or take offense to what someone says as their truth
- Get stuck when you disagree with an outcome

Accountability to norms

- Exercise caution calling each other out in public
- Identify/own your feelings and needs when speaking up
 - Say "I'm not feeling heard" or "I'm feeling we are not able to agree to disagree"
- Address issues/concerns one on one or with an intermediary

Guidance for council/staff interactions

- **DO** strive to request only information you need to make the decision at hand
- **DON'T** re-litigate points with staff during implementation

Council protocols for key situations

Titles

- During *council meetings*, council addresses each other using titles (for example, Mayor Spano)
- During *study sessions*, council uses first names.
- Staff uses council titles in public communications with council; council uses first names for staff.

Public discussions

- Council wants more organic and free-flowing discussion; the mayor is responsible for facilitating this.
- Mayor will generally speak last in council meetings but will participate more flexibly in study sessions.

Ward considerations

- For issues specific to a ward, the impacted ward member speaks first and make(s) the motion unless they decline to do so.

Recusals

- Council members should recuse themselves from an issue as soon as a conflict is reasonably apparent or identified, and no later than before a vote.
- Once a council member has recused themselves from an issue, they should not work on the issue with staff or speak on it as a council member.
- When a vote happens, they may elect to sit at or leave the dais and may choose to leave the room during the discussion.
- They also may only speak to staff or other council about the topic on the same basis as any other member of the public.

Connections

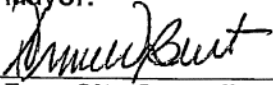
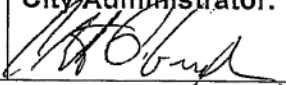
- Council will have recurring dinner connections on the first Monday of each month. There may be additional after-councilmeeting connection points.

Spokesperson

- In general, the mayor represents the council to the media on issues of “why” and staff work with media on the “how.”
- Council may represent themselves on issues they feel strongly about, making it clear they don’t speak for the city council.
- As a general rule, council should always notify staff of media requests and/or appearances to avoid surprises.

Emails

- When a member of the public sends an email to multiple council or staff, the impacted ward member takes the lead (or mayor if not a ward issue).
- Suggestion is for the ward member to “reply all” to say, “Thanks for your message, I’ll reach out separately to avoid any open meeting law conflicts.”
- The group will give the mayor or ward member 24 hours to respond.
- It’s okay for council members to reply directly to senders to acknowledge the message.
- Staff is also available to assist with crafting responses.

 COUNCIL DIRECTIVE	Adopted: 2001 Revised: 6-13-12, 5-13-15, 11-30-16, 8-22-18, 8-10-22, 12-14-22	Number: CD-COUNCIL-2.5
	Mayor: 	City Administrator: 
	For: City Council	
	Subject: City Council Roles and Guidelines	

Purpose

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council). This document also establishes general guidelines for decorum of Council as to proper procedure during meetings, best practices to represent Council and the community and other state and local laws that apply.

Section 1 Roles/Responsibilities

- 1.01 The five-Member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.
- 1.02 Mayoral Role: According to MN Statute 412.191 the Mayor is a full Member of the Council in addition to:
- a. Being the official head of the City.
 - b. Execute official documents.
 - c. Represent the City ceremoniously.
 - d. Act as presiding officer of meetings.
 - e. Work closely with the City Administrator to move City Council goals forward, anticipate issues on the horizon, and manages the action of Council meetings.
- 1.03 Mayor Pro Tem Role: The Mayor shall appoint the Mayor Pro Tem, with the approval of the Council. The Mayor Pro Tem shall act in place of the Mayor in the absence or disability of the Mayor.
- 1.04 The City Council, as a body, has the following major areas of authority and responsibility. These are:
- a. Selecting the City Administrator.
 - b. Focusing on policy and outcomes ensuring that the strategic direction leads the City to the desired outcome.
 - c. Setting and interpreting rules governing its own proceedings.
 - d. Exercising the policy level statutory powers reserved for Councils of statutory cities.

CD-COUNCIL-2.5 City Council Roles and Guidelines

Council Directive
CD-COUNCIL-2.5
City Council Roles and Guidelines
Page 2 of 11

- e. Legislating for the City.
- f. Directing the enforcement of City ordinances.
- g. Overseeing the City's financial operations and adopting the annual budget.
- h. Appointing Members of boards, commissions, committees, chairs, vice chairs and task forces conducting the City's inner and regional governmental affairs.
- i. Protecting the general health, welfare and safety of the City and its inhabitants.
- j. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA).
- k. Providing community leadership and vision.

1.05 The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council, as a majority, specifically directs them to do so. Staff's respective duties are to Council as an entity.

1.06 No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to act as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

Section 2 Affirmation of Expectations

2.01 The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

- a. Staying focused on top priority and strategic goals, rather than becoming reactive.
- b. Engaging in proactive, on-going communication which avoids unnecessary surprises.
- c. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety.
- d. Focusing on others' actions and avoiding speculation about their intentions.
- e. Building trust by being transparent, ethical, and acting with integrity.
- f. Engaging in and encouraging direct communication.
- g. Maintaining confidentiality of all closed session materials and discussion.
- h. Assuming good intentions and being curious about others' interests.
- i. Respecting all citizens and all Members.
- j. Reading packets ahead of time and, when possible, providing the City Administrator advance notice about questions for staff before the meeting.
- k. Participating in all issues, not just select matters of personal interest.
- l. Voting after Council discussion and accepting the decision.
- m. Debating and disagreeing, without fighting and with keeping it to the issue at hand.

- n. Remembering that Council makes policy and sets direction, and staff manages the operations and implements Council actions.

Section 3 Meetings, Trainings, Activities and Events

- 3.01 There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:
- a. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
 - b. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.
 - c. Council Liaison: Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under "Mayor and City Council Comments and Commission Liaison Updates."
 - d. Council Member attendance or participation in non-Council-meetings: Council Members may choose to attend organized events such as planning commission meetings, parks and natural resources commission, project neighborhood meetings, public hearings, etc. related to issues that may later come before the City Council as a whole. Council Members choosing to attend such meetings should only be passive observers rather than active participants, and should refrain from providing input, voicing opinions about the topics of the meetings, or even participating in required and noticed public hearings that are occurring per statutory processes. Participation by City Council members at these types of official City meetings intended for the public present risk of bias and prejudgment and creating unlawful interference with the quasi-judicial duties of the City Council.
 - f. Additional Meetings: There are a number of meetings outside the normal meeting schedule that is important for Council Members to attend. Some of them are:
 - 1. City Council/Advisory Commission Kick-off event
 - 2. Groundbreaking and grand openings of City facilities
 - 3. Joint meetings with other public entities
 - 4. One-on-one meetings with the City Administrator as established
 - 5. Development Tour
 - 6. Emergency Management Training

Section 4 Agendas

- 4.01 Council agendas shall be established by the City Administrator or designee. Future agenda items requested by a Council Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council.

- 4.02 Council Members are encouraged to submit any questions on agenda items to the City Administrator and Assistant City Administrator by noon, the day before the meeting for items they wish staff to respond to ahead of the meeting. Questions not needing a response ahead of the meeting but that the Council Member may raise at the meeting should be provided to the City Administrator and Assistant City Administrator by the end of the day before the meeting so staff can be prepared to answer at the meeting.
- 4.03 Council Members who wish to pull a consent agenda item to discussion should notify the City Administrator and Assistant City Administrator no later than the end of the day before the meeting so the other Members can be informed of this as well.
- 4.04 In order to focus the meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting.

Section 5 Working with Advisory Commissions, Boards, Task Forces

- 5.01 As set forth in the Woodbury City Code Chapter 2, Article VIII Boards and Commissions and Chapter 17, Article II Planning and Zoning Commission are established by the City Council and serve as advisory to the Council. Specific roles are:
- a. Advise the City Council in the creation and evolution of City policies and procedures.
 - b. Facilitate public participation in order to fully develop a recommendation to the City Council.

Section 6 Non-Participation in Administration

- 6.01 The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of a majority of the Council. An individual Council Member shall not give direction or orders to any staff Member.
- 6.02 The Council shall work with City staff through the City Administrator or designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner to staff interaction.

Section 7 Communication

7.01 E-mails

- a. All e-mails sent through the City server shall be saved per the City's data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. E-mails to Council Members from the public should be done through the Council@woodburymn.gov, which will be shared with all Members of the Council.
- b. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.
- c. Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Manager (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.
- d. Council Member communications may not copy any Council Member in their correspondence, nor should e-mail messages be forwarded on from one Member to another so as to create a "walking quorum."
- e. On legislative matters before the Council, Council Members should have the same information with which to make decisions. The City Administrator, or designee, will copy all Council Members concerning staff responses to any inquiries, questions or comments by Council Members on agenda items.

7.02 Written correspondence

- a. The City Clerk or assigned staff shall open up incoming mail for the Mayor and Council Members (unless it is labeled personal and confidential) and disseminate these materials.
- b. Council Members agree to this practice, thus recognizing the public nature of this correspondence. The City Clerk or assigned staff is authorized to provide copies of Council Members' correspondence to pertinent staff Members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

7.03 Text messages/social media correspondence

All electronic communications from Council to staff or from Council to the public should utilize a City issued address.

7.04 City Logo, Insignia and Brand

Council Members can only use for City business and not for political or personal purposes.

Council Directive
CD-COUNCIL-2.5
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7.05 Interviews with the press

Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.

7.06 Speaking for the City

- a. When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole.
- b. A Council Member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it."
- c. When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual Member.

Section 8 General Meeting Guidelines

8.01 During meetings, Council Members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between Council Members during meetings is inappropriate. Council Members also should not privately communicate with any Member of the public, including other governing body Council Members and staff via electronic means, during a public meeting. As much as possible, or practical, Council Members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

8.02 A Council Member once recognized, shall not be interrupted while speaking unless called to order by the Mayor or Mayor Pro Tem, or the speaker chooses to yield to questions from another Council Member. All Council Members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Council Members shall also refrain at all times from rude and derogatory remarks. Council Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a Member of the prevailing side on an issue may move for formal reconsideration of that issue.

8.03 Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Pro Tem to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

8.04 If the governing body conducts public hearings, Council Members shall not express their views on a proposal until after a public hearing is closed. Council Members' comments and questions shall not suggest a position. After a public hearing is closed, Council

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Members shall be invited to discuss their views on the proposal. Council Members shall apply City Council Roles and Guidelines to achieve win-win solutions whenever possible.

- 8.05 Outside of deliberations, it is a Council Member's responsibility to present views and recommendations representing the governing body as a whole. Council Members expressing views not represented by the majority of the body shall identify them as such.
- 8.06 Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. Council Members shall follow the guidelines on electronic communications CD-COUNCIL-2.7.
- 8.07 Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.
- 8.08 The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual Council Members of the body; therefore, Members shall work to establish a good relationship with each other. Each Council Member shall keep in mind these important points:
- a. Show respect for another's viewpoint.
 - b. Allow others adequate time to fully present their views before making comments.
 - c. Be open and honest.
 - d. Make new Members feel welcome and help them become acquainted with their duties.
 - e. Confine comment to the current issue or policy, not to the person who made other comments.
 - f. Refrain from speaking a second time until everyone has spoken a first time.
 - g. No verbal attacks of other Members.
 - h. No side conversations.
 - i. Pay attention (avoid use of any personal technology devices).
 - j. Speak directly and openly to one another.
 - k. Support Council decisions.
- 8.09 Council Members shall not vote on, nor participate in the discussion of, issues in regard to which the Council Member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator. If a Council Member intends to abstain from a vote for what the Council Member deems a conflict of interest, then that Council Member may not participate in the discussion either. If the item from which the Council Member abstains ends up getting tabled or postponed, the Council Member should know they should not participate in the future discussion of or vote on that tabled or postponed issue.
- 8.10 Council Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, Council Members are requested to publicly disclose any relationships to

parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

Section 9 Requests for Information/Analysis

- 9.01 City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Section 10 Conflicts of Interest and Recusal from Voting

- 10.01 State laws regarding ethics and conflicts of interest are some of the most important for a local official to be aware of and follow. Below are several areas of conflict that may lead to a Council Member recusing themselves from participating and voting on a matter before them:
- 10.02 Financial Interest
- a. Generally, state law prohibits public officers from having a direct financial interest in or gain a personal financial benefit from a sale, lease, or contract in front of Council and in which they are authorized to participate in their official capacity.
 - b. Officials should disclose his or her interest at the earliest state, and abstain from voting or deliberating on any matter in which he or she has a financial interest. To help determine if a conflict exists, consider the:
 - Nature of the decision being made
 - Nature of the financial interest
 - Effect of the individual interest on the outcome of the decision by Council
- 10.03 Incompatible Offices
- State law provides guidance on incompatible positions. For example, no Council Member may also work as a “fulltime, permanent” City employee. City official concerned about potential incompatible offices should consult with their staff liaison who may refer the official to the City Administrator, who then, in turn, may consult with the City Attorney.
- 10.04 Personal Interest
- a. Another conflict of interest situation may occur when the official’s own personal interest is so distinct from the public interest that the Member cannot be expected to represent the public interest fairly in deciding the matter. Some common areas are planning and zoning issues, public improvements, special assignments, licenses, land purchases and vacation of streets. Some other areas may include interests arising out of church Memberships, family associations and club Memberships.
 - b. City officials concerned about potential conflicts of interest should:

1. Consult with their staff liaison ahead of the meeting. The staff liaison may refer the official to the City Administrator, who in turn may turn the matter to the City Attorney as necessary.
2. Identify and disclose the conflict as early as possibly (orally and in writing), preferably ahead of the meeting.
3. When the particular agenda item in which there is a conflict of interest is about to commence, orally identify that the official will not be participating or voting on the matter due to a conflict of interest.
4. Not speak during this segment of the agenda.
5. When possible, leave the dais when the governing body is discussing the matter.

Section 11 Discrimination

- 11.01 It is the policy of the City to ensure equal opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, familial status, or status with regard to public assistance or any other characteristic protected by law. The City prohibits any such discrimination or harassment. Members of a governing body must adhere to this policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

Section 12 Gifts

- 12.01 All local officials in the State of Minnesota are required to adhere to Minnesota Statute 471.895.
- 12.02 Non-adherence to these guidelines may be subject to review by the City Council.

Section 13 Social Media

- 13.01 Council Members should not use official City social media sites for campaigning purposes.
- 13.02 Council Members shall not post comments or links on City social media sites to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official's campaign site.
- 13.03 All comments related to campaigns or political issues posted during an election season on City social media sites by anyone who has filed for office will be removed.
- 13.04 When using any social media, Council Members should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between a quorum or more of elected officials should be strictly avoided.
- 13.05 Council Members should not use social media as a mechanism for conducting official City business other than to informally communicate with the public.

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- 13.06 Other than their personal social media, Council Members should reveal that they are elected officials for the City if/when posting and be honest, straightforward and respectful.
- 13.07 When using any social media, Council Members should be sure that their efforts to be honest does not result in sharing non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
- 13.08 Council Members should add value to any social media discussion by staying focused on the issue.
- 13.09 To help prevent errors, Council Members should consider not posting official information (e.g., incorrect information about a new City ordinance) about the City as it could create liability issues.
- 13.10 If a Council Member makes a mistake on any of their City official social media sites or in a post on City social media, it should be corrected as soon as the official is made aware of the error. Corrections should be upfront and as timely as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with "Fixed link" or "Fact correction" prior to the correction.
- 13.11 Council Members who are contacted by the media on a topic of official City business should follow City media relations/communications protocols.
- 13.12 For additional guidance when dealing with social media, Council Members should refer to the AD-ADMIN-1.44 Social Media Use Policy Administrative Directive and CD-COUNCIL-2.7 City Council Electronic Communications Council Directive

Section 14 City Council Re-Election Best Practices

- 14.01 Council Members may not use official authority or influence to compel a person to apply for a Membership in or become a Member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.
- 14.02 A political subdivision may not impose or enforce additional limitations on the political activities of its employees (MS.211B.09).
- 14.03 Council Members should make best efforts to inform the City Clerk as to their attendance at events in which he or she is campaigning. In accordance with the Open Meeting Law, the City Clerk shall post notice in those instances when the City Clerk has been made aware that a quorum or more of Members will be present.
- 14.04 Council Members who attend a meeting or event and were not aware that other Members would be attendance should not talk about anything that has to do with official City business and may want to avoid congregating together.

Section 15 Data Requests and Litigation

- 15.01 In accordance with the Minnesota Government Data Practices Act (MGDPA) (Minnesota Statute Chapter 13), records (i.e., notes, correspondence, etc.) created by a local official on a particular subject, as part of a local official's duties, are government data and are subject to request for review and/or copying pursuant to the MGDPA.
- 15.02 If a government data request is received for correspondence related to a particular subject, the City must identify and produce relevant documents available which includes the local official's records.
- 15.03 These records may be subject to disclosure during the discovery phase of litigation. Attorneys representing the City are responsible for assisting staff with identifying records requested through the discovery process.

Resolution Adopting CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines

Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136
Resolution No. 22-161
Resolution No. 22-263 (renaming and revising directive)



CITY COUNCIL

RULES OF PROCEDURE

Updated March 2, 2020

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RULES OF PROCEDURE

The purpose of these rules is to provide guidelines for the conduct of the public business by or on behalf of the City Council. Non-compliance with or violation of any provision will not affect the validity of any action taken, unless otherwise specifically provided by law.

1. MEETINGS

1.1 Regular Meetings

The city council of the City of Minnetonka will hold meetings in the council chambers of the community center, 14600 Minnetonka Boulevard, Minnetonka, Minnesota, according to a schedule adopted annually by resolution no later than the first official meeting held in each year. No meeting will be held on a legal holiday, but a regular meeting may be held at the same hour on the next succeeding day that is not a holiday.

1.2 Adjourned Meetings

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 Special Meetings

Special meetings may be called by the mayor or any three members of the council, upon at least three days written notice to each member of the council. Notice must be delivered in person or electronically to each member.

1.4 Emergency Meetings

Emergency meetings may only be called by the mayor or any three members of the council upon at least four hours notice to each member of the council either in writing or by telephone.

1.5 Study Sessions

Members of the council will meet in study sessions according to the annual meeting schedule adopted by the council. The purpose of a study session is to give the city council and city staff the opportunity to study and discuss policy matters in greater detail in a less formal environment than a regular meeting. The council may provide direction to staff but does not take formal action on business matters at study sessions. When allowed by law and these rules, the council may vote to go into closed session at a study session. Individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. Public comment will not be allowed except as determined appropriate by the mayor.

1.6 Notice of Meetings

Notice of all regular meetings, regular study sessions, and special and emergency meetings must be consistently posted in a location designated by the city clerk.

1.7 Cancellation of Meetings

Meetings may be canceled by the mayor because of insufficient agenda items, lack of a quorum, inclement weather, and/or other similar reasons. Except for inclement weather

and other emergency situations, council members must be notified in writing delivered to their homes, by electronic message, or by telephone at least four hours in advance. The mayor may not cancel two or more consecutive meetings without the concurrence of a majority of all council members, except in situations of inclement weather or other emergency.

1.8 Quorum

A majority of the council, excluding vacant seats, is sufficient to do business. A majority is more than half. For the purposes of these rules, a vacant seat is a position on the council that is currently unfilled; it does not mean a seat whose incumbent is merely absent.

1.9 Meetings to be Public

Study sessions and all regular, continued, special or emergency city council meetings must be open to the public, except that the council may hold executive sessions from which the public is excluded when permitted by state law. A decision to hold a closed session must be made upon a motion to that effect, approved by at least a majority of the members present and voting .

1.10 Minutes of Meetings

The city clerk or designee will take minutes of all council meetings. For closed sessions of the city council, the minutes will reflect: the time at which the closed session was convened; the reason(s) and statutory authority stated on the public record for closing the meeting; council members present or participating remotely in the closed session; other persons in attendance or participating remotely in the closed session, except to the extent that the identities of those persons is required by law to be protected; and the time at which the closed session adjourned.

2. **AGENDA PREPARATION**

2.1 Deadline for Agenda Items

Unless approved by the city manager, no item will be placed on a city council agenda unless the request has been made to the city manager by the second Friday preceding the meeting at which consideration is requested. The city manager may choose not to schedule items for a particular meeting when, in his or her opinion, other business to be considered at that meeting will likely consume the available time. This rule does not preclude amendment of the agenda as provided in Rule 3.4.

2.2 Delivery of the Agenda

The agenda will ordinarily be delivered in person or electronically to council members by the Friday before the Monday meeting to which it pertains.

The agenda and all supporting material classified as public will also be available to the general public within a reasonable time after it is delivered to the city council.

3. ORDER OF BUSINESS

3.1 Agenda

The order of business of each meeting will be as contained in the agenda prepared by the city manager. The agenda will be a listing of subjects which will be taken up for consideration. For regular meetings, the agenda will be organized in the following order:

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

Special Matters

Reports from the City Manager and Council Members

Citizens Wishing to Discuss Matters not on the Agenda

Bids and Purchases

Consent Agenda – Items Requiring Four Votes

Consent Agenda – Items Requiring Supermajority Vote

Introduction of Ordinances

Public Hearings and Related Matters

Other Business

Appointments

Adjournment

3.2 Items Out of Order

With majority consent of the council, the mayor may at any time allow an item to be considered out of the regular agenda order.

3.3 Roll Call

Before proceeding with the business of the council, the city clerk or designee will call the roll of the council members and record their attendance in the minutes. The order of roll call will rotate with each council member being called first every sixth meeting. The mayor will always be called last.

Council members will be noted in the minutes as being excused if they advised the city manager within a reasonable time in advance of their impending absence.

3.4 Agenda Amendments

Once the city manager has formalized and transmitted the agenda to the city council along with accompanying material, no items will be added or deleted before the council

meeting. A majority of the council may amend the agenda during "Approval of the Agenda," except that an item may not be added to the agenda of a special or emergency meeting if the item was not included in the notice for the meeting.

3.5 Reports from the City Manager and Council Members

The city manager may report on upcoming events or matters of interest. Council members may report on recent or upcoming events or matters of interest.

3.6 Public Comments

During "Citizens Wishing to Discuss Matters not on the Agenda," any person may address the council on a matter that pertains to city business and is not listed on the agenda.

Members of the public also are allowed the opportunity to comment during public hearings. For matters on the agenda that are not public hearings, the mayor has discretion whether to allow public comment.

All public comments are subject to Rule 5.4 and Rule 6 of these Rules of Procedure.

3.7 Consent Agenda

The city manager will place routine and non-controversial items on the consent agenda. Except as noted below, these items may be approved by one blanket motion upon unanimous consent of the council members present. A council member or member of the audience may request that an item be removed from the consent agenda for separate consideration. A council member may abstain from voting on, or vote against, any consent agenda item without requesting its removal.

3.8 Introduction of Ordinances

Except for emergency ordinances, an ordinance must be considered by the city council at two regular meetings before adoption, and at least seven days must elapse between the two meetings. At the first meeting, the ordinance is introduced. The city council may discuss and/or refer the ordinance to an advisory board for review and public comment. The ordinance will be placed on a second meeting agenda for adoption.

3.9 Public Hearings

Generally, public hearings will be conducted in the following order:

- Introduction of item
- Staff report and recommendation
- Questions of staff by council
- Opening of the hearing by the mayor
- Comments by applicant
- Comments by the audience
- Closing of the hearing
- Questions by council
- Discussion by council
- Action by council

4. PRESIDING OFFICER

4.1 Presiding Officer

The mayor is the presiding officer at all meetings of the council. In the absence of the mayor, the acting mayor will preside. In the absence of both the mayor and acting mayor, the alternate acting mayor will preside. At its first regular meeting in January, the council, by a majority vote, will designate an acting mayor and an alternate acting mayor. A reference to the mayor in these rules also means the acting mayor, the alternate acting mayor, or other council member if the person is serving as the presiding officer in place of the mayor.

4.2 Call to Order

The mayor will call the council meeting to order. In the absence of the mayor, the acting mayor, and the alternate acting mayor, the meeting will be called to order by the city manager who will immediately call for the selection of a temporary presiding officer.

4.3 Participation of Mayor

The mayor may move, second, and debate from the chair, subject only to the same limitations of debate imposed on all council members. He or she is not deprived of any rights and privileges of a council member by reason of acting as presiding officer. However, the mayor is primarily responsible for the conduct of the meeting. If he or she desires to personally engage in extended debate on questions before the council, he or she should consider turning the chair over to another member.

4.4 Question to be Stated

The mayor must verbally restate each question immediately prior to calling for the vote, upon request from any council member. Following the vote, the mayor will verbally announce whether the question carried or was defeated. The mayor will also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

4.5 Maintenance of Order

The mayor is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the mayor. All questions and remarks must be addressed to the mayor, or through the mayor to the appropriate council member, staff member, or other person in attendance.

4.6 Powers

The mayor has the following powers:

- (a) to rule motions in or out of order, including any motion obviously offered for obstructive or dilatory purposes;
- (b) to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) to entertain and answer questions of parliamentary law or procedure;
- (d) to call a brief recess at any time; and
- (e) to adjourn in an emergency.

A decision under (a), (b), or (c) may be appealed to the council upon motion of any member. This motion is in order only immediately after the challenged decision is announced. The member making the motion need not be recognized by the mayor, and the motion may not be ruled out of order if it is made timely.

5. RULES, DECORUM, AND ORDER

5.1 Points of Order

The mayor will determine all points of order subject to the right of any member to appeal to the council. If any appeal is taken, the question will be, "Should the decision of the mayor be sustained?" A majority vote will govern and conclusively determine the question of order.

5.2 Decorum and Order – Council Members

- a) A council member desiring to speak must address the mayor and upon recognition, must address only the question under debate.
- b) A council member desiring to question the staff must address the question to the city manager or city attorney, in appropriate cases, who will respond to the inquiry or designate a staff member to do so.
- c) A council member, once recognized, may be interrupted while speaking only if called to order by the mayor, a point of order is raised by another council member, or the speaker chooses to yield to questions from another council member.
- d) A council member called to order while speaking must cease speaking immediately until the question of order is determined. If ruled to be in order, he or she may proceed. If ruled to be not in order, he or she must remain silent or alter his or her remarks so as to comply with rules of the council.
- e) Council members must accord courtesy to each other, to city employees and to the public appearing before the council and must refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- f) A council member may move to require the mayor to enforce the rules. Upon the affirmative vote of a majority of the council, the mayor must do so.

5.3 Decorum and Order – Employees

Staff members must observe the same rules of procedure and decorum applicable to members of the council. The city manager must ensure that they observe such decorum. Any staff member, including the city manager, desiring to address the council or members of the public must first be recognized by the mayor. All remarks must be addressed to or through the mayor.

5.4 Decorum and Order – Public

Members of the public attending council meetings must observe the same rules of order and decorum applicable to the council. The mayor may order the removal of any person who makes inappropriate remarks or who becomes boisterous while addressing the council and bar that person from further audience with the council.

5.5 Enforcement of Decorum

The city manager must carry out the orders and instruction of the mayor for maintaining order and decorum in the council chambers.

5.6 Personal Privilege

The right of a member to address the council on a question of personal privilege is limited to cases in which his or her integrity, character, or motives are questioned or impugned.

5.7 Conflict of Interest

Any council member prevented from voting because of a conflict of interest, must refrain from debate and voting. That council member may choose to leave the council chambers during debate and voting on the Issue.

5.8 Limitation of Debate

A council member normally should speak only once on a subject until every other member choosing to speak has done so.

5.9 Dissents and Protests

A council member has the right to express dissent from or to protest any action of the council. A council member wishing to have the dissent or protest entered in the minutes should state so with language such as "I would like the minutes to show that I am opposed to this action for the following reasons:"

5.10 Procedures in Absence of Rules

In the absence of a rule to govern a point or procedure, Robert's Rules of Order, Newly Revised, should be used as a guide.

5.11 Rulings of Mayor Final Unless Overruled

The mayor will decide all questions or interpretation of these rules, point of order or other questions of procedure, requiring ruling. Unless overridden or suspended by a majority vote of the members present and voting, a ruling is final and binding for purposes of the matter under consideration.

6. ADDRESSING THE COUNCIL

6.1 Manner of Addressing the Council

A member of the public desiring to address the council must proceed to the podium and wait to be recognized by the mayor. After being recognized, he or she must state his or her name and address for the record.

All remarks and questions must be addressed to the mayor and not to an individual council member, staff member or other person. Except as allowed by Rule 3.6 for comments on matters not on the agenda, all remarks must be limited to the agenda items under consideration. No person may enter into any discussion without being recognized by the mayor.

6.2 Addressing the Council after Motion is Made

After a motion has been made, or after a public hearing has been closed, no person may address the council without first securing permission from the mayor.

6.3 Limitations Regarding Public Comments and Reports

The mayor may limit or rule out of order a speaker who addresses the council on a topic that is currently before, or about to be submitted for consideration by, a city commission, board or other agency. If an appeal procedure is or was available, the mayor may not allow oral communication to the council outside that procedure. This rule is intended to ensure that a matter follows the appropriate process and that discussion takes place in the proper forum.

The mayor may establish reasonable limitations on public comment, including, but not limited to: limiting the total time available for public comment; establishing a per-speaker time limitation; and restricting speakers from speaking more than once. In establishing the time limits, the mayor may consider, among other things, the number of items on the agenda, the number of persons present desiring to speak on agenda items, and the number of previous meetings at which persons have had an opportunity to comment on the agenda item(s).

6.4 Written Correspondence

The city manager or designee is authorized to open and attend to all mail addressed to the mayor or council not marked "personal" and that appears to relate to city business. All administrative business in those communications that does not require council action may be disposed of between council meetings. A copy of any communication to the council must be sent to each council member weekly. Correspondence to the mayor or individual members not of general interest to the council should be forwarded to the person addressed.

A communication delivered to city hall relating to a matter pending, or to be brought before city council, must be included in the agenda packet for the meeting at which the item is to be considered. Letters of appeal from administrative or commission decisions must be processed under applicable ordinance provisions.

7. MOTIONS

7.1 Motions Out of Order

A member may make only one motion at a time. A substantive motion is out of order while another substantive motion is pending.

7.2 Division of Question

If the question contains two or more propositions, the mayor may, and upon request of a member must, divide the same.

7.3 Withdrawal of Motions

A motion may not be withdrawn by the mover without the consent of the person seconding it.

7.4 Precedence of Motions

When a motion is before the council, only procedural motions may be considered, in order of priority listed below. Unless otherwise noted, each motion listed below is debatable, may be amended, and requires a majority vote of those members present and voting for adoption.

7.5 Motion to Adjourn (not debatable)

A motion to adjourn is in order at any time except:

- a) when made as an interruption of a member while speaking;
- b) when discussion has ended, and vote on a motion is pending; and
- c) while a vote is being taken.

7.6 Motion to Fix Hour of Adjournment

Unless otherwise agreed by at least a majority of the council, all meetings and study sessions of the council must be adjourned by 12:00 midnight. A motion to set a different, specific time at which to adjourn, is not debatable and not subject to amendment except by unanimous vote of all members present.

7.7 Motion to Suspend the Rules

A motion to suspend provisions of these rules may be approved only by a vote equal to at least two-thirds of the actual membership of the council, excluding any vacant seats.

7.8 Motion to Table

A motion to table is not debatable and precludes all amendments or debate of the subject under consideration. If the motion prevails, the matter may be “taken from the table” at any time prior to the end of the next regular meeting, unless the motion is to either table indefinitely or to a date certain. If the motion is to table indefinitely, the matter may not be rescheduled without at least majority approval of the council.

7.9 Motion to Limit or Terminate Discussion

A motion to limit or terminate discussion may be used to limit or close debate on, or prohibit further amendment to, the pending motion. It is not debatable. If the motion fails, debate must be reopened; if the motion passes, a vote must be taken on the pending motion.

7.10 Motion to Amend

A motion to amend is debatable only as to amendment. A motion to amend an amendment is in order, but a motion to amend an amendment to an amendment is not in order. An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter is not in order. A substitute motion on the same subject is acceptable, and voted on before a vote on the amendment. Amendments must be voted first, then the main motion as amended.

7.11 Motion to Continue

Motions to continue to a definite time are amendable and debatable as to propriety and time set.

7.12 Motion to Reconsider

A motion to reconsider action already taken must be made by a member who voted with the prevailing side, which is the majority side except that in the case of a tie, the "no's" prevail. The motion must be at the meeting during which the original vote was taken, including any continuation of that meeting. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment. If a motion to reconsider is adopted, the prior action taken by the council is rescinded, and the matter is returned to the status that it had immediately before the prior vote was taken. The motion previously voted upon will once again be pending.

7.13 Motion to Rescind or Repeal

A motion to rescind or repeal action previously taken is appropriate when the time for reconsideration has expired. A motion is not in order if rescission or repeal of an action is forbidden by law. If a motion to rescind or repeal fails, no motion to rescind or repeal the same action is in order until 12 months have elapsed after the failed motion.

8. VOTING PROCEDURE

8.1 Voting Procedure

The vote on each motion will be taken by roll call and entered in the minutes. The order of voting will be rotated each meeting with the mayor voting last. The clerk will call the names of members seated. Members will respond "yes," "no," or "abstain."

8.2 Failure to Vote

Every council member present must vote unless disqualified for cause.

8.3 Adoption by Majority Vote

Unless state laws, city charter, city ordinances, or these rules require a different number of votes, council motions must be adopted by a majority of all members of the council then holding office who are able to vote on the matter, whether or not they are in attendance.

8.4 Failure to Achieve Required Votes

A matter that fails to achieve the required number of votes for passage, including a tie vote, is deemed denied. The council members voting in opposition must state their reasons for the record. A matter is not deemed denied if the council continues the matter to another council meeting, by a motion adopted by a majority of members present and voting.

9. AMENDMENT OF RULES

These rules may be amended at any regular meeting or at a special meeting that includes amendment of the rules as one of the stated items to be considered. Adoption of an amendment requires an affirmative vote equal to at least two-thirds of all members of the council, excluding vacant seats.



**City Council Agenda Item 3.E
Meeting of July 24, 2023**

Title: August study session - topics and date

Report from: Sarissa Falk, Executive Assistant

Submitted through: Mike Funk, City Manager

Presenter: Mike Funk, City Manager

Action Requested: Affirm upcoming topics and date.

Summary Statement

This item is informational and is intended to provide the council with the upcoming study session agenda items and study session schedule.

Strategic Profile Relatability

Financial Strength & Operational Excellence

The study session work-plan enhances city operations by allowing council to discuss topics of priority and provide staff with directions.

Background

The Minnetonka city council is scheduled to hold a total of twice (12) study sessions in 2023. To maximize study session meetings, provide staff direction and focus on council priorities, council members ranked specific topics they expressed interest to review. At the Dec. 19, 2022 Study Session the city council reviewed these rankings, discussed priorities and provided direction to staff.

At the Jan. 30, 2023, regular council meeting the city council unanimously approved the 2023 Study Session Work plan. See attached. Staff committed that at each proceeding study session the topics for the upcoming study session will be provided.

Section 1.5 of the City Council Rules of Procedure states, individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. In essence, this document can be modified throughout the remainder of the year by a majority of council members.

Unless modified by the city council, the 2023 study session work plan agenda item for Aug. 14, 2023 is:

- 2024 budget discussion

Discussion Questions

Does the city council confirm upcoming topics and date?

Based on the request from two business owners at the July 17 city council meeting, does the city council want staff to research charitable gaming options? If yes, where does it fit in the list of priorities?

ATTACHMENTS:
2023 Study session work plan

2023 Council Study Session Work Plan

Quarter 1	
23-Jan	
	Board and Commission Interviews
	Sales and/or Lodging Tax
	Study session work plan
06-Feb	
	Housing updates (pathways and homelessness)
	Review and Update Council Policy & Rules of Procedure (1.3, 2.7)
	2023 Community Survey questions review
20-Mar	
	Council compensation
	Director presentations
	Overview of recreation programming
Quarter 2	
24-Apr	
	Public Safety master plan
	Buckthorn Pilot pick-up program
15-May	
	2024 Kick-Off Budget discussion
	New Commission structure (DEI)
	Concept Plan review process
12-Jun	
	2024 CIP/EIP
	Transit Orientated Development
19-Jul	Boards & Commissions dinner
24-Jul	
	Housing update
	Business programs update
	Police and Fire Master Plan implementation discussion
Quarter 3	
21-Aug	
	2024 budget discussion
31-Aug	Joint City Council, EDAC and Planning Commission Meeting
06-Sep	

	Joint City Council and Park Board Study Session and Tour
	Dog Park/Leash policy (start w/Park Board)
11-Sep	
	Storm water management fees
	Zoning - density (community development project)
23-Oct	
	Storage of garbage/recycling containers
	On-street parking regulations/enforcement
20-Nov	
	2024 Enterprise budget discussion
	2024 budget discussion
11-Dec	
	2024 Strategic Profile Action Steps
	2024 Study Session Work plan
	2024 Legislative Breakfast - confirm priorities
	2024 annual appointments

* No Mow May- Sustainability Commission to regular council meeting

Revised January 10, 2022

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The City adopts Rosenberg's Rules of Order for all meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 6 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 7 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 8 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 9 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Council Direction on Councilmember Initiated Agenda Items

89 9) Approval of Minutes

90 10) Consent Agenda

91 11) Future Agenda Review, Reports, and Announcements - Council and City
92 Manager

93 12) Adjourn

94
95
96 * Business Items may include Presentations, Discussions, Public Hearings, Work Session Items,
97 and/or other Council Actions, as appropriate.

98
99 The Council will schedule a 10-minute break approximately two hours after the start of meeting.

100
101 Councilmembers are encouraged to introduce new items including background information and
102 supporting materials for discussion and possible action. Councilmembers have the right to place
103 items on the agenda as follows:

- 104
105 1. A Councilmember may, at a council meeting, request that an item be placed on a
106 future council agenda, or;
107
108 2. A Councilmember may make a request for an agenda item outside of a council
109 meeting by submitting an email request to the city manager, no later than noon of the
110 Wednesday preceding the council meeting.

111
112 An agenda item submitted per 1 or 2 above will be included on the agenda for the next council
113 meeting under the heading "Council Direction on Councilmember Initiated Agenda Items" at
114 which time the Council, on consideration of any preliminary material provided by the initiating
115 Councilmember for inclusion in the meeting packet, will by motion provide direction as to
116 whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

117
118 Additionally, a Councilmember may request the addition of an agenda item at the same meeting
119 at which the item is proposed to be addressed. However, the addition of such an agenda item shall
120 require the approval of a majority of the Councilmembers present.

121
122 **Rule 10 City Council Task Force or Subcommittee Formation**

123 The Council may, as issues arise, establish a two-member task force to study the issue. The
124 membership will be agreed upon by the City Council majority. The task force will have a specific
125 topic or issue to address and the task force will report its findings or recommendations by a
126 specific deadline established by the Council.

CITY OF BLAINE

RESOLUTION NO. 76-12

RESOLUTION ADOPTING AGENDA FORMAT
FOR CITY COUNCIL MEETINGS

WHEREAS, it is the policy of the Blaine City Council to prescribe the order of business for City Council meetings annually by resolution, and

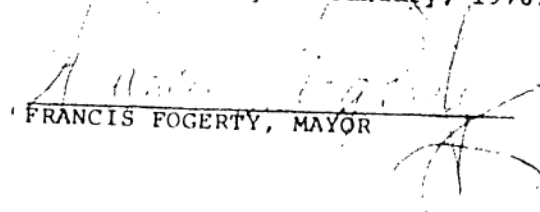
WHEREAS, the procedure outlined in this resolution is determined to be conducive to the proper handling of City Council business;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the City Council shall be considered in the following order:

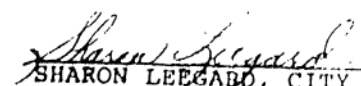
- (1) CALL TO ORDER
- (2) PLEDGE OF ALLEGIANCE
- (3) ROLL CALL
- (4) APPROVAL OF MINUTES
- (5) AUDIT THE BILLS
- (6) COMMUNICATIONS FROM CITY COMMISSIONS AND COMMITTEES
- (7) ITEMS FROM THE FLOOR (Limit of 5 Minutes Per Person and 15 Minutes for this Agenda Item)
- (8) UNFINISHED BUSINESS
- (9) NEW BUSINESS
- (10) REPORTS FROM CITY DEPARTMENTS
- (11) COMMUNICATIONS AND MISCELLANEOUS BUSINESS
- (12) ADJOURNMENT

BE IT FURTHER RESOLVED that no business shall be taken up by the City Council after 12:00 A.M., unless the City Council members present unanimously consent to continue the meeting past this hour.

PASSED by the Blaine City Council this 15th day of January, 1976.


FRANCIS FOGERTY, MAYOR

Attest:


SHARON LEEGARD, CITY CLERK

CITY OF BLAINE

RESOLUTION NO. 99-152

ADOPTING AGENDA FORMAT FOR CITY COUNCIL MEETINGS

WHEREAS, the City Council of Blaine has determined that the objective of the Council meetings is to formulate policy, hold public hearings, and discuss and debate business items; and

WHEREAS, the procedure outlined in this resolution is determined to be conducive to the proper expeditious handling of City Council business.

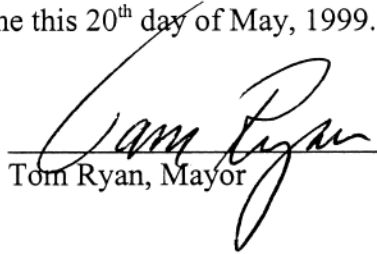
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the Council shall be conducted in the following order:

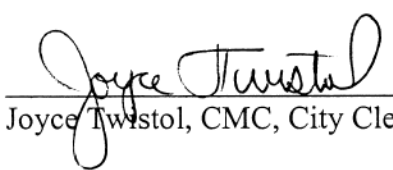
1. Call to Order by the Mayor or in his Absence the Mayor Pro Tem
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of Minutes
5. Awards-Presentations-Organizational Business
6. Communications
7. Open Forum for Citizen Input
8. Adoption of Agenda
9. Public Hearings and Items Set for Certain Time
10. Consent Agenda
11. Development Business
12. Administration
13. Other Business
14. Adjournment

BE IT FURTHER RESOLVED that the City Manager or his designee shall direct the preparation of the agenda for each meeting. An agenda item may be added with the approval of a majority of the Council.

ADOPTED by the City Council of the City of Blaine this 20th day of May, 1999.

ATTEST:


Tom Ryan, Mayor


Joyce Twistol, CMC, City Clerk

DEFINITIONS AND EXPLANATION OF CITY COUNCIL ORDER OF BUSINESS

Addendum to Resolution 99-152

The items contained in the formally adopted order of business for the Blaine City Council will have the meanings commonly associated therewith unless otherwise defined or explained herein.

1. **OPEN FORUM:** This order of business provides a time during each Council meeting for any private citizen of Blaine to approach the Council and comment, ask questions, present a problem or make any other statement relating to City business that is not already on the agenda for that meeting. Each speaker will be limited to five minutes and will be cut off by the Mayor at the end of that time. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting. The citizen will be asked to come to the podium set up for that purpose, use the microphone, state his or her name and address, and give his or her statement, questions, or problem. Councilmembers may speak briefly to an Open Forum item for the purposes of asking for clarification, providing additional, pertinent information, or responding to questions raised by the speaker or another Councilmember. The Mayor will explain to the citizen that the statement, question, or problem will be referred to the City staff for review and then a report will be sent to the citizen prior to the next regularly scheduled Council meeting. It is recognized that not all problems may be resolved at or prior to the next Council meeting, but the citizen will be informed of the progress on the problem prior to that next meeting. Staff is expected to provide Council and the citizen with a weekly status report on each item until it is finally resolved.
2. **ADOPTION OF AGENDA:** This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions, or changes to the proposed agenda. After an agenda has been formally adopted, any change to the agenda will shall require a two-thirds (2/3) vote of all members present.
3. **PUBLIC HEARINGS:** The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.
4. **CONSENT AGENDA:** Consent agenda items are those items of City business which must be acted upon by the City Council, but which are of a routine, non-controversial nature and normally do not require any discussion or debate. The City Manager will prepare the consent agenda items, but any Councilmember or the Mayor may request that a particular consent agenda item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.
5. **OTHER BUSINESS:** This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to, such items as questions or concerns of Councilmembers, questions or

concerns that have been expressed to Councilmembers by private citizens and suggestions by Councilmembers for future workshops which will be scheduled upon an affirmative vote of a majority of the Council.

Items may be placed on or removed from an agenda by any Councilmember in accordance with the following procedures:

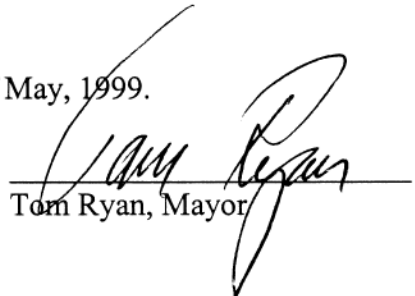
- A. **PLACEMENT OF ITEMS ON AN AGENDA.** Any Councilmember may have an item placed on a meeting agenda up until the time the agenda is formally adopted at the Council meeting. Thereafter, additions to the agenda will be permitted only upon a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

Items submitted by Thursday, one week preceding the Thursday Council meeting will be included in the original printing of the agenda. Thereafter, items requested by Councilmembers will be included in the recommended additions, deletions, and amendments distributed at the Council meeting.

- B. **REMOVAL OF ITEMS FROM AN AGENDA.** Any Councilmember who has placed an item on an agenda will be given the courtesy to remove that item from the agenda at any time prior to the formal adoption of the agenda. Thereafter, an item may be removed from the agenda with a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

If an item that was placed on an agenda is removed from the agenda prior to the meeting at the request of the originator of that item, the City Manager will so advise the Council as part of the additional agenda materials provided to the Council prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by the originator of the item or by any other Councilmember.

Adopted by the Blaine City Council this 20th day of May, 1999.


Tom Ryan, Mayor

ATTEST:


Joyce Twistol, CMC, City Clerk

RULES OF CIVILITY FOR OUR COMMUNITY

Following are some rules of civility the City of Blaine expects of everyone appearing at Council meetings – elected officials, staff, and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

1. Show respect for each other's opinions
2. Actively listen to one another
3. Keep emotions in check
4. Use respectful language



Rules of Order and Procedure

1. *Call to Order*

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. *Roll Call*

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. *Adoption of Agenda*

This order of business formally adopts the agenda as posted in accordance with state statute, city charter, and open meeting law. Changes may be presented by the city manager that result in the need to amend the posted agenda (revised order of agenda items, removal of items, addition of items due to accelerated timelines or increased priorities, etc.). Addition of new items should be avoided in almost all instances to provide consistent, public transparency and public notice in accordance with open meeting law. In the event of extreme necessity, a motion for suspension of rules could be made and if approved by a super majority of council an item may be added. Addition of new items for future meetings should be addressed under Other Business.

~~4.5.~~ *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

~~5.6.~~ *Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended,

information presented by local organizations, or information council members feel would be important for the entire council.

6.7. Open Forum

The council welcomes suggestions and comments that meet the needs of the city and improve its operation. Open forum is a limited public forum set aside by the city. This order of business provides a time for any individual to approach and speak to the council. Participants may not speak on items otherwise being addressed by a public hearing on the same meeting agenda, or on items that have already had a public hearing at a previous meeting. If an agenda item allows for public comment, such as a public hearing, comment will be taken at that point in the agenda. Additional public comment may be allowed at the discretion of the mayor. In order to request to speak during a meeting a public comment card needs to be completed and submitted to the city clerk with your name and address for the record and the topic(s) you wish to address. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

7.8. Consent Agenda

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council. Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances¹
- Site plan approvals
- Preliminary/final plats
- Conditional use permits
- Second readings of rezonings
- Development agreements/releases
- Variances
- Items with limited concerns/no public comment at public hearing

8.9. Public Hearings and Items Set for a Certain Time

All public hearings will be held after the meeting begins at 7:00PM following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing. The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person or in writing, including email. If attending in person, sign the public comment card prior to the meeting located outside the chambers and submit to the city clerk. Sign-up is first-come, first-serve. When your name is called, please step to the podium and speak into the microphone to address the council.

9.10. Development Business

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

10.11. Administration

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances¹ (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

12. Other Business

This order of business provides an opportunity for councilmembers and staff to bring up any issues items which were not included on the adopted agenda.

Additions that could be made ~~These issues~~ may include, but are not limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by private citizens residents or others
- Suggestions by councilmembers for future workshop and regular meeting agenda items
 - Items can be added to future workshop or regular meetings based on consensus reached during a council workshop.
 - Councilmembers can, by motion in a regular meeting, request items be added to future workshop or regular meetings. If seconded and adopted by a majority vote of the council, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.
 - Councilmembers can request items be added to future agendas through the workshop request form. The request form is not to discuss the item itself but reach consensus that a majority of council wish to discuss the item further. If consensus is reached to add the item to a future meeting, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.

12. Adjournment

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

¹First and Second Ordinance Readings: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

a. First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

b. Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.



City of Blaine Anoka County, Minnesota Text File

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

File Number: MO 22-002

Agenda Date: 1/3/2022

Version: 1

Status: Passed

In Control: City Council

File Type: Motion

Agenda Number: 4.-3

Organizational Business - *Cathy Sorensen, City Clerk*

Title

Rules of Procedure and Quorum - Order of Business

Executive Summary

Council is asked to adopt the annual rules of procedure and quorum - order of business.

Background

Section 3.03 of the City Charter, Procedure of Council, states the Council shall determine its own rules and order of business. Proposed changes include:

- Revision to Open Forum clarifying items on the formal agenda that have already had public input participation could be spoken to through Open Forum
- Removal of formal Adoption of Agenda - any changes to agenda will continue to be announced at the beginning of the meeting.
- Clarification on Consent Agenda that unless corrections are needed, approval of the minutes can remain on the Consent Agenda and approved by the full Council present regardless of whether a member was in attendance or not as attendance is already reflected in the presented minutes.

No other changes are being recommended at this time.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by maintaining governance processes that work.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

By motion adopt the proposed rules of procedure and quorum - order of business.

Attachment List

Order of Business



Rules of Order and Procedure

1. *Call to Order*

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. *Roll Call*

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. *Adoption of Agenda*

This order of business formally adopts the agenda as posted in accordance with state statute, city charter, and open meeting law. Changes may be presented by the city manager that result in the need to amend the posted agenda (revised order of agenda items, removal of items, addition of items due to accelerated timelines or increased priorities, etc.). Addition of new items should be avoided in almost all instances to provide consistent, public transparency and public notice in accordance with open meeting law. Addition of new items for future meetings should be addressed under Other Business.

~~4.5.~~ *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

~~5.6.~~ *Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

6.7. Open Forum

The council welcomes suggestions and comments that meet the needs of the city and improve its operation. Open forum is a limited public forum set aside by the city. This order of business provides a time for any individual to approach and speak to the council. Participants may not speak on items otherwise being addressed by a public hearing on the same meeting agenda. If an agenda item allows for public comment, such as a public hearing, comment will be taken at that point in the agenda. Additional public comment may be allowed at the discretion of the mayor. In order to request to speak during a meeting a public comment card needs to be completed and submitted to the city clerk with your name and address for the record and the topic(s) you wish to address. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

7.8. Consent Agenda

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council. Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances¹
- Final plats
- Development agreements/releases

8.9. Public Hearings and Items Set for a Certain Time

All public hearings will be held after the meeting begins at 7:00PM following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing. The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person or in writing, including email. If attending in person, sign the public

comment card prior to the meeting located outside the chambers and submit to the city clerk. Sign-up is first-come, first-serve. When your name is called, please step to the podium and speak into the microphone to address the council.

9.10. Development Business

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

10.11. Administration

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances¹ (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

12. Other Business

This order of business provides an opportunity for councilmembers and staff to bring up any issues items which were not included on the adopted agenda.

Additions that could be made ~~These issues~~ may include, but are not limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by private citizens residents or others
- Suggestions by councilmembers for future workshop and regular meeting agenda items
 - Items can be added to future workshop or regular meetings based on consensus reached during a council workshop.
 - Councilmembers can, by motion in a regular meeting, request items be added to future workshop or regular meetings. If seconded and adopted by a majority vote of the council, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.
 - Councilmembers can request items be added to future agendas through the workshop request form. The request form is not to discuss the item itself but reach consensus that a majority of council wish to discuss the item further. If consensus is reached to add the item to a future meeting, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.

12. Adjournment

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

¹First and Second Ordinance Readings: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

a. First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

b. Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.

ORDERS OF BUSINESS

1. *Call to Order*

The Mayor, or in the Mayor's absence, the Mayor Pro Tem, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

3. *Roll Call*

The City Clerk, or Deputy City Clerk, takes roll and announces the presence or absence of individual Council members.

4. *Approval of Minutes*

The Mayor asks if there are any questions or changes to the Minutes that are presented to Council for approval. The minutes are approved by motion.

5. *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize citizens, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

6. *Communications*

This section is designated as an opportunity to relay information to the City Council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as Legislators or Commissioners, reports by council members on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

7. *Open Forum*

This order of business provides a time for any individual to approach the Council and comment, ask questions, present a problem or make any other statement relating to City business that is not already on the agenda. Pursuant to Res. No. 99-152, each speaker will be limited to 5 minutes and will be cut off by the Mayor at the end of that time. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting.

8. *Adoption of Agenda*

This is the proper time for the Mayor or Councilmembers to add, delete, or change items on the agenda. A majority of those present must approve additions, deletions, or changes to the proposed agenda. The agenda is adopted by motion.

9. *Public Hearings and Items Set for a Certain Time*

All Public Hearings will be held at 7:30 p.m. following the Consent Agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing.

10. *Consent Agenda*

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any Councilmember or the Mayor may request an item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the Council. Examples of such items include, but are not limited to:

- Schedule of Bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary On-Sale 3.2 percent Beverage licenses
- Premises Permits for Charitable Gambling Organizations
- Resolutions ordering Public Hearings
- Vacation of Drainage/Utility Easement Ordinances

11. *Development Business*

This section includes items that relate to Planning and Development within the City, such as Conditional Use Permits, Preliminary/Final Plat approval, land use and zoning changes, concept plan approval, etc.

12. *Administration*

Those items which relate to the administration and details of City business should be placed under this section. Examples include, but are not limited to:

- Approval of, or authorization to enter into contracts
- Establishing policies
- Ordinances (other than zoning related)
- Accepting Bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring Council approval
- Appropriating money for projects or other items
- Agreements
- Controversial items, or non-Development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

13. *Other Business*

This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to:

- Questions or concerns of Councilmembers
- Questions or concerns that have been expressed to Councilmembers by private citizens
- Suggestions by Councilmembers for future workshops

14. *Adjournment*

A Councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.

ORDERS OF BUSINESS

1. *Call to Order*

The Mayor, or in the Mayor's absence, the Mayor Pro Tem, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

3. *Roll Call*

The City Clerk, or Deputy City Clerk, takes roll and announces the presence or absence of individual Council members.

~~4. *Approval of Minutes*~~

~~—————The Mayor asks if there are any questions or changes to the Minutes that are presented to Council for approval. The minutes are approved by motion.~~

~~54. *Awards-Presentations-Organizational Business*~~

This order of business is the appropriate time to present awards, proclamations, or to recognize citizens, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

~~65. *Communications*~~

This section is designated as an opportunity to relay information to the City Council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as Legislators or Commissioners, reports by council members on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

~~76. *Open Forum*~~

This order of business provides a time for any individual to approach the Council and comment, ask questions, present a problem or make any other statement relating to City business that is not already on the agenda. Pursuant to Res. No. 99-152, each speaker will be limited to 5 minutes and will be cut off by the Mayor at the end of that time. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting.

~~87. *Adoption of Agenda*~~

This is the proper time for the Mayor or Councilmembers to add, delete, or change items on the agenda. A majority of those present must approve additions, deletions, or changes to the proposed agenda. The agenda is adopted by motion.

~~98.~~ *Consent Agenda*

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any Councilmember or the Mayor may request an item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the Council. Examples of such items include, but are not limited to:

- Approval of Minutes
- Schedule of Bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary On-Sale 3.2 percent Beverage licenses
- Premises Permits for Charitable Gambling Organizations
- Resolutions ordering Public Hearings
- Vacation of Drainage/Utility Easement Ordinances

~~109.~~ *Public Hearings and Items Set for a Certain Time*

All Public Hearings will be held ~~at~~ after the meeting begins at 7:30 p.m. following the Consent Agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing.

~~110.~~ *Development Business*

This section includes items that relate to Planning and Development within the City, such as Conditional Use Permits, Preliminary/Final Plat approval, land use and zoning changes, concept plan approval, etc.

~~121.~~ *Administration*

Those items which relate to the administration and details of City business should be placed under this section. Examples include, but are not limited to:

- Approval of, or authorization to enter into contracts
- Establishing policies
- Ordinances (other than zoning related)
- Accepting Bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring Council approval
- Appropriating money for projects or other items
- Agreements
- Controversial items, or non-Development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

1312. *Other Business*

This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to:

- Questions or concerns of Councilmembers
- Questions or concerns that have been expressed to Councilmembers by private citizens
- Suggestions by Councilmembers for future workshops

1413. *Adjournment*

A Councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.

ORDERS OF BUSINESS

1. Call to Order

The Mayor, or in the Mayor's absence, the Mayor Pro Tem, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order.

2. Pledge of Allegiance

Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

3. Roll Call

The City Clerk, or Deputy City Clerk, takes roll and announces the presence or absence of individual Council members.

4. Approval of Minutes

The Mayor asks if there are any questions or changes to the Minutes that are presented to Council for approval. The minutes are approved by motion.

5. Awards-Presentations-Organizational Business

This order of business is the appropriate time to present awards, proclamations, or to recognize citizens, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

6. Communications

This section is designated as an opportunity to relay information to the City Council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as Legislators or Commissioners, reports by council members on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

7. Open Forum

This order of business provides a time for any individual to approach the Council and comment, ask questions, present a problem or make any other statement relating to City business that is not already on the agenda. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes ~~and will be cut off by the Mayor at the end of that time~~ with a maximum of 15 minutes set aside for Open Forum. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting.

8. Adoption of Agenda

This is the proper time for the Mayor or Councilmembers to add, delete, or change items on the agenda. A majority of those present must approve additions, deletions, or changes to the proposed agenda. The agenda is adopted by motion.

9. *Consent Agenda*

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any Councilmember or the Mayor may request an item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the Council. Examples of such items include, but are not limited to:

- Schedule of Bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary On-Sale 3.2 percent Beverage licenses
- Premises Permits for Charitable Gambling Organizations
- Resolutions ordering Public Hearings
- Vacation of Drainage/Utility Easement Ordinances

10. *Public Hearings and Items Set for a Certain Time*

All Public Hearings will be held after the meeting begins at 7:30 p.m. following the Consent Agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing.

11. *Development Business*

This section includes items that relate to Planning and Development within the City, such as Conditional Use Permits, Preliminary/Final Plat approval, land use and zoning changes, concept plan approval, etc.

12. *Administration*

Those items which relate to the administration and details of City business should be placed under this section. Examples include, but are not limited to:

- Approval of, or authorization to enter into contracts
- Establishing policies
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- Capital purchases requiring Council approval
- Appropriating money for projects or other items
- Agreements
- Controversial items, or non-Development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

13. *Other Business*

This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to:

- Questions or concerns of Councilmembers
- Questions or concerns that have been expressed to Councilmembers by private citizens
- Suggestions by Councilmembers for future workshops

14. Adjournment

A Councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.



ORDER OF BUSINESS

1. *Call to Order*

The Mayor, or in the Mayor's absence the Mayor Pro Tem, presides over all meetings of the City Council and after determining that a quorum is present calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

3. *Roll Call*

The City Clerk, ~~or~~ Deputy City Clerk, City Attorney or City Manager takes roll and announces the presence or absence of individual Council members.

~~4. *Approval of Minutes*~~

~~The Mayor asks if there are any questions or changes to the Minutes that are presented to Council for approval. The minutes are approved by motion.~~

~~5-4. *Awards-Presentations-Organizational Business*~~

This order of business is the appropriate time to present awards, proclamations, or to recognize citizens, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

~~6-5. *Communications*~~

This section is designated as an opportunity to relay information to the City Council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as Legislators or Commissioners, reports by council members on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

~~7-6. *Open Forum*~~

This order of business provides a time for any individual to approach the Council and comment, ask questions, present a concern or make any other statement relating to City business that is not already on the agenda. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for Open Forum. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting.

8-7. *Adoption of Agenda*

This is the proper time for the Mayor or Councilmembers to add, delete, or change items on the agenda. A majority of those present must approve additions, deletions, or changes to the proposed agenda. The agenda is adopted by motion.

9-8. *Consent Agenda*

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any Councilmember or the Mayor may request an item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the Council. Examples of such items include, but are not limited to:

- Approval of Minutes
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- Temporary On-Sale 3.2 percent Beverage licenses
- Premises Permits for Charitable Gambling Organizations
- Resolutions ordering Public Hearings
- Vacation of Drainage/Utility Easement Ordinances¹

10-9. *Public Hearings and Items Set for a Certain Time*

All Public Hearings will be held after the meeting begins at 7:30 p.m. following the Consent Agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing.

11-10. *Development Business*

This section includes items that relate to Planning and Development within the City, such as Conditional Use Permits, Preliminary/Final Plat approval, land use and zoning changes, concept plan approval, etc.

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Those items which relate to the administration and details of City business should be placed under this section. Examples include, but are not limited to:

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- Reports

~~13-12~~ *Other Business*

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- Questions or concerns of Councilmembers
- Questions or concerns that have been expressed to Councilmembers by private citizens
- Suggestions by Councilmembers for future workshops

~~14-13~~ *Adjournment*

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¹First and Second Ordinance Readings: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

A. First reading of an ordinance allows the City Council to review the text and purpose of the proposed ordinance. At this reading Council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the Clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

B. Second reading of an ordinance will provide the City Council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the City Council. Upon conclusion the Council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.



ORDER OF BUSINESS

1. *Call to Order*

The Mayor, or in the Mayor's absence the Mayor Pro Tem, presides over all meetings of the City Council and after determining that a quorum is present calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

3. *Roll Call*

The City Clerk, Deputy City Clerk, City Attorney or City Manager takes roll and announces the presence or absence of individual Council members.

4. *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize citizens, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

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~~7.~~ *Adoption of Agenda*

~~This is the proper time for the Mayor or Councilmembers to add, delete, or change items on the agenda. A majority of those present must approve additions, deletions, or changes to the proposed agenda. The agenda is adopted by motion.~~

~~7.8.~~ *Consent Agenda*

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- Temporary On-Sale 3.2 percent Beverage licenses
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- Resolutions ordering Public Hearings
- Vacation of Drainage/Utility Easement Ordinances¹

~~8.9.~~ *Public Hearings and Items Set for a Certain Time*

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~~10.11.~~ *Administration*

Those items which relate to the administration and details of City business should be placed under this section. Examples include, but are not limited to:

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- Establishing policies
- Ordinances⁴ (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring Council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

11-12. *Other Business*

This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to:

- Questions or concerns of Councilmembers
- Questions or concerns that have been expressed to Councilmembers by private citizens
- Suggestions by Councilmembers for future workshops

12-13. *Adjournment*

A Councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.

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A. First reading of an ordinance allows the City Council to review the text and purpose of the proposed ordinance. At this reading Council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the Clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

B. Second reading of an ordinance will provide the City Council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the City Council. Upon conclusion the Council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.



Rules of Order and Procedure

1. Call to Order

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order.

2. Pledge of Allegiance

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. Roll Call

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. Awards-Presentations-Organizational Business

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

5. Communications

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

6. Open Forum

This order of business provides a time for any individual to approach the council and comment, ask questions, present a concern or make any other statement relating to city business. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The Mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

7. *Consent Agenda*

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council. Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council)
- Schedule of bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances¹

8. *Public Hearings and Items Set for a Certain Time*

All public hearings will be held after the meeting begins at 7:30 p.m. following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing.

9. *Development Business*

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

10. *Administration*

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances¹ (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

11. Other Business

This order of business provides an opportunity for councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by private citizens
- Suggestions by councilmembers for future workshops

12. Adjournment

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

¹First and Second Ordinance Readings: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

A. First reading of an ordinance allows the City Council to review the text and purpose of the proposed ordinance. At this reading Council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the Clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

B. Second reading of an ordinance will provide the City Council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the City Council. Upon conclusion the Council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.