



# City of Foley

## City Council Meeting Guidelines

Welcome to the City of Foley City Council Meeting.

In order to ensure that City Council Meetings are meaningful to everyone, the Foley City Council uses a set of rules and procedures to govern the conduct of the meetings. The following is a brief summary of the process involved in conducting meetings.

*Regular Foley City Council meetings are held at Foley City Hall on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month, starting at 5:30 p.m.*

*Special meetings as needed may be held at any other time that the Council may deem proper with appropriate notice posted. Meeting dates conflicting with Federal or State Holidays are cancelled or rescheduled at the discretion of the Council. Any meeting deemed to be unnecessary due to a lack of business items on the agenda may be also be cancelled.*

*All meetings of the City Council (Regular and Special) are open to the public.*

## Meeting Procedure and Rules

The purpose of these rules of procedure is to establish a guide for the conduct of the City Council and to provide for orderly and respectful communications between and among council members, city staff, and the citizens to promote the efficient working of the public's business at meetings. In general, the Council uses Parliamentary Procedure and Roberts Rules of Order to conduct business.

### The Governance

The Foley City Council is composed of the Mayor and four Council Members. Council Members are elected to serve four-year, overlapping terms and the Mayor serves a two-year term. The Mayor is the presiding officer over the meeting and retains the same voting privileges as the other Council Members.

Meetings of the City Council will follow a standard agenda. The agenda is a list of business items to be considered at the meeting. No item of business shall be considered unless it appears on the agenda for the meeting, or is approved for addition to the agenda by unanimous vote of the Council Members present. Copies of the agenda are available at the entrance to the Council Chambers at the time of the meetings and posted online on the City's website.

Anyone wishing to be on the City Council agenda, outside of the public forum, must contact the City Administrator/Clerk's office by Friday of the week before the scheduled meeting.

## Foley City Council

### Mayor:

Dave Mosford

### Council Members:

Gerard Bettendorf  
Kris du'Monceaux  
Leslie LeCuyer  
Brian Weis

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## Staff

### Administrator/Clerk-Treas:

Robert Barbian

### Public Works Director:

Mark Pappenfus

### Police Chief

Katie McMillin

### City Attorney

Adam Ripple,

Rinke Noonan Law Firm

### City Engineer

Jon Halter

SEH, Inc Engineering Firm

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## Foley City Hall

251 4<sup>th</sup> Avenue N

Foley, MN 56329

T: 968.7260 F: 968.6325

[www.ci.foley.mn.us](http://www.ci.foley.mn.us)

*This handout has been prepared to familiarize you with the function and organization of the City Council and to outline for you the procedures that must be followed if you wish to actively participate in the meeting. Thank you for attending and we wish to invite you to attend our future meetings.*

## How the City Council Votes

The Mayor shall preside at all meetings. The City Council must have a *quorum*, or three members present, before it can take official action. A majority vote is needed to adopt motions, general resolutions and ordinances. A 4/5 vote is required for improvements to the Comprehensive Plan, zoning ordinance changes, and summary publications of adopted ordinances or their amendments. Publication of an ordinance or ordinance amendment in the official newspaper is required.

Members of the public are generally not allowed to participate in council discussion and deliberation. Members of the public should not engage in conversation or other behavior that may disrupt the proceedings and discussions of the council.

The following is a brief explanation of the sections of the Foley City Council Agenda:

### Public Hearings

Public Hearings are held as a separate item of business on the agenda. These are formal proceedings giving the public the opportunity to express their concern about an issue scheduled to be heard. By law, the Council is required to hold public hearings on the annual budget, public improvement projects, and levying of special assessments. The Mayor may use discretion whether to allow repeat testimony. The City Council tries to complete action on the issue the same night as the hearing. Occasionally, if necessary, the Council may continue the hearing and/or defer action until a later date. Typically a hearing follows these steps:

- Staff makes presentation
- Council members ask questions for clarification

- Mayor opens hearing up to the public
- Public gives input
- Mayor closes the public hearing
- Council discusses the item
- Council takes action or defers the decision.

### Consent Agenda

This portion of the meeting covers routine administrative matters. Items are not discussed, and may all be approved as recommended on the staff reports. The Mayor will provide the opportunity for any Council member to ask that an item be pulled from the Consent Agenda for discussion. Items pulled will receive separate action. All items not removed from the Consent Agenda will be approved by a single motion of the Council.

### Regular Agenda

The City Council uses a Regular Agenda for individual items for consideration that involve deliberation or discussion. The public does not provide testimony on these items, unless specific permission is granted by the Council. Approval of these items are considered separately.

### Public Forum / Comments

The Council allows public participation at its meetings, but at the same time has the responsibility for conducting its business in an orderly fashion. Individuals wishing to appear at a regular City Council meeting relative to items *not* on the Agenda may speak under this section. Each person is allocated 2 - 3 minutes to speak.

### Meeting Conduct Guideline

- Persons attending a Council meeting may address the City Council only at appropriate times. These times are

specified on the Agenda and/or by the Mayor.

- Protocol when addressing the Council is that speakers shall approach the podium and first state their name and address.
- Speaker's comments should be courteous, brief, constructive and non-repetitive.
- Comments shall be directed to the Council as a whole, not to one particular member, employee or other person present.
- Remarks shall be confined to the matter under discussion as set forth on the agenda.
- All persons who speak, council members, staff and public, shall address the Mayor.
- Members of the audience will refrain from disruptive actions or conduct which disturbs the peace and good order of the meeting. Applause, cell phones, audio or other unnecessary disturbances are prohibited.
- Audience members are encouraged to address the Council at the appropriate time, but shall not make motions, discussions among themselves or otherwise participate in the meeting.
- Action will not be taken on issues brought forth at the open forum, other than to place the issue on a future meeting agenda.

What happens at City Council meetings is of great importance to both the City Council members and the citizens of Foley. Your personal cooperation to these guidelines will be of measurable assistance during the decision-making process.

### Minutes

*Official Minutes are taken at each City Council meeting. Copies of the minutes are available after Council approval at City Hall, on the City's website and are published in the official newspaper, the Benton County News.*

