



MEMORANDUM

DATE: May 15, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Agenda Setting Discussion

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

For Council Consideration

Council should consider providing direction on future agenda setting.

Background

The City Council requested this be added to a worksession for discussion. Traditionally, the Mayor and City Administrator have worked on setting the agenda. Also, at the beginning of a meeting, Council has the opportunity to amend the agenda as needed. Council may want to discuss if any changes should be made, and how it should be formalized. If Council wants a written policy prepared, Staff can draft one and have it available for approval at the next Council meeting.

Staff did reach out to a few surrounding cities on their process, a summary of their processes is below:

- Shoreview: formal policy, items must be submitted to the City Manager by Tuesday the week prior to the meeting.
- Mounds View: informal policy, Council generally adds future items at a worksession with the support of at least one other Councilmember, needs a simple majority for future discussion. Mayor has exception to add items as needed.
- New Brighton: informal policy, Staff driven.
- White Bear Township: no formal policy.
- Falcon Heights: formal policy, Mayor or two Councilmembers may add an item with at least eleven days notice. All requests from Mayor or Council must first be reviewed at a Council workshop before being placed on a regular meeting.

Below is an example of Falcon Heights' language regarding agenda setting:

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

In order to focus the Council 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. Council Members are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

Any staff member (authorized by the City Administrator"), the Mayor or two (2) Council Members wishing to add an item to any agenda pursuant to this section shall do so by complying with the following: (a) All requests from Council to place an item on the posted agenda must submit an action form to city administration and be received by the City Administrator by 10:00 a.m. 11 days prior to the next Council work session meeting. For a regularly scheduled Wednesday Workshop, the deadline for agenda item would be 10:00 a.m. on the Thursday preceding packet completion. All request from the Mayor and Council must first be reviewed at a Council Workshop before being placed on the agenda of a regular meeting.*

Should Council decide to move forward with a formal policy it should address the following:

- How far in-advance should items be added
- How many members of Council need to support an item to move forward for consideration
- Can items be added to a regular meeting, should they be vetted at a worksession first

Budget Impact

N/A

Attachment

N/A