



MEMORANDUM

DATE: January 17, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Public Inquiry Language

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

For Council Consideration

The City Council should consider giving direction on revising the language for Public Inquiries on its City Council agendas.

Background

The City Council requested to discuss the language guiding the Public Inquiry portion of the regular Council meeting agenda. The language is provided below in italics.

This is an opportunity for citizens to bring to the Council’s attention any items which are relevant to the City. In addressing the Council, you must first state your name and address for the record. To allow adequate time for each person wishing to address the Council, speakers must limit their comments to three (3) minutes. To facilitate a timely meeting, a speaker that is repeating, or agreeing with, a previous comment should simply state such and forego a longer comment. If a large number of citizens wish to speak, the Mayor may shorten the individual comment period. Written documents may be distributed to the Council prior to the start of the meeting to allow a more timely presentation. Speakers should not use obscene, profane, or threatening language, or make personal attacks. Matters of litigation involving the City shall not be discussed during Public Inquiry by citizens or Council. The Council may not respond to speaker comments, engage in a debate, or take any action on the issues raised by citizens, but may direct City staff to research or follow up on an issue, if desired by Council. If Council directs further review by staff, the results of that review will be presented at a following regular Council Meeting.

Examples of how other cities handle this portion of their agenda can also be found below.

Shoreview:

Individuals may address the city council about any item not included on the regular agenda. Specific procedures that are used for citizens comments are available on notecards located in the rack near the entrance to the council chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the city council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

Little Canada:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no Council action or discussion will be held on these items.

Mounds View:

Citizens may speak to issues not on tonight's agenda. Before speaking, please give your full name and address for the minutes. Also, please limit your comments to three minutes.

Budget Impact

N/A

Attachment

N/A