



MONTROSE CITY COUNCIL

WORKSHOP

Monday, September 27, 2021

AT

Montrose City Hall
311 Buffalo Ave S
Montrose, MN 55363

4:00 PM

-
1. CALL TO ORDER
 2. ROLL CALL
 3. PARK AND RECREATION COMMISSION CHANGES
DISCUSSION
 4. PUBLIC COMMENT POLICY DURING MEETINGS DISCUSSION
 5. STREET SIGN REPLACEMENT DISCUSSION
 6. ADJOURNMENT

BY- LAWS FOR THE PARKS AND RECREATION COMMISSION

CITY OF MONTROSE

ARTICLE I. Name of Commission.

The name of this organization, as established by City Ordinance 23.02 shall be the Montrose Parks and Recreation Commission.

ARTICLE II. Membership.

Section 1. Members shall consist of at least three (3), but no more than seven (7), persons to be appointed by the Mayor upon majority consent of the City Council for staggered terms of three years. Members shall be residents of the city, except that two (2) members of the commission may be residents of a neighboring township if the City Council deems such arrangement more representative. All members must eligible voters in the State of Minnesota. An appointment to fill a vacancy shall be only for the unexpired portion of the term of the vacancy. Each member shall be entitled to one vote.

Section 2. In addition to this membership, there shall be one (1) ex-officio member to be appointed annually from among the City Council members.

Section 3. Attendance shall be required. Missing three (3) consecutive meetings without excuse shall be grounds for dismissal from the commission.

ARTICLE III. Officers.

Section 1. The officers of the commission shall consist of a chairperson, vice-chair, and secretary.

Section 2. The chairperson shall preside at all meetings and hearings of the commission and shall have the duties normally conferred by parliamentary procedure on such officer.

Section 3. The vice-chairperson shall perform such duties as may be assigned by the chairperson and shall assume the responsibilities of the chairperson in the absence of the chairperson.

Section 4. The secretary shall keep minutes and records of the commission, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the chairperson, provide notice of all meetings to commission members, arrange proper legal notice of hearings, attend to the correspondence of the commission, and other such duties as are normally carried out by a secretary. The secretary shall provide copies of all minutes, agenda, and records for the city offices.

ARTICLE IV. Election of Officers.

Section 1. An annual organization meeting shall be held on the first Thursday in January at 5:30 p.m.

Section 2. Nominations of commission members shall be made from the floor at the annual organizational meeting, and election of the officers specified in Article III, Section 1 shall follow.

Section 3. The commission member nominated receiving a majority vote of the entire membership of the commission shall be declared elected and shall serve for one (1) year.

Section 4. Vacancies of a commission officer position shall be filled by regular election procedures. The election to fill the vacancy shall be only for the unexpired portion of the term of the vacancy.

ARTICLE V. Meetings.

Section 1. Meetings shall be held on the first Thursday of the month at City Hall. In the event of a conflict with holidays, or other events a majority of the commission members may change the date of said future meeting.

Section 2. A quorum shall consist of a majority of the appointed members. Voting shall be by consensus or by roll call, if required by ordinance or law. A record of any necessary roll call vote shall be kept as part of the minutes.

Section 3. Special Meetings may be called by the chairperson or a commission member. The secretary shall notify all commission members of the special meeting not less than three (3) days in advance of said special meeting unless there is an emergency.

Section 4. All meetings or portions of meetings at which official action is taken shall be open to the public.

Section 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of this commission.

ARTICLE VI. Order of Business.

Section 1. The order of business at regular meetings shall be:

- a. Call to order
- b. Roll call of members
- c. Approval of agenda
- d. Secretary's report and approval of previous meeting minutes
- e. Financial report
- f. Reports of officers, committees, and members
- g. Public hearings
- h. Old business
- i. New business
- j. Announcements
- k. Next meeting place, date, and time
- l. Adjournment

Article VII Hearings.

Section 1. In addition to those required by law, the commission may hold public hearings when it decides that such hearings will be in the public's interest.

Section 2. Notice of the time and place of such hearing shall be published once in the official newspaper of the City at least ten days prior to said hearing.

**CITY OF MONTROSE
ORDINANCE #2016-02**

AN ORDINANCE REPEALING SECTIONS 23.02 E. 4 OF CHAPTERS 23.02 OF THE CITY OF MONTROSE CITY CODE RELATING TO NON-RESIDENT STATUS OF COMMISSIONERS AND REPLACING IT WITH THE FOLLOWING:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTROSE THAT THE FOLLOWING CHAPTERS AND SECTIONS OF THE CITY CODE BE AMENDED TO READ AS FOLLOWS:

CHAPTER 23: COMMISSIONS AND DEPARTMENTS

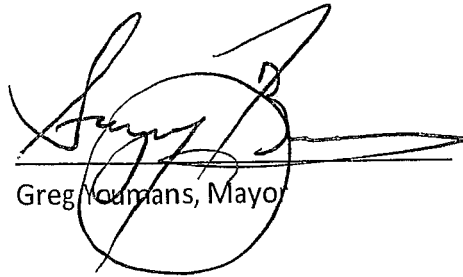
Section 23.02 PARKS AND RECREATION COMMISSION

E. The Park and Recreation Commission shall consist of up to seven members. All members shall be residents of the city, except that two members of the commission may be residents of a neighboring township if the Council deems such arrangement more representative. All members must be eligible voters in the State of Minnesota.

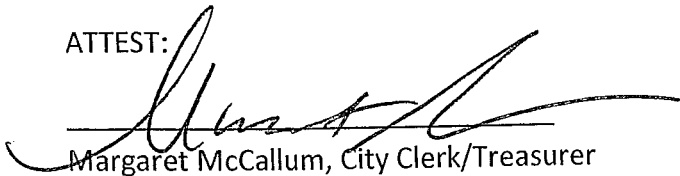
EFFECTIVE DATE.

This Ordinance shall become effective following its publication in the official newspaper of the City.

ORDAINED by the City Council of the City of Montrose, Wright County, Minnesota this 8th day of February, 2016.


Greg Youmans, Mayor

ATTEST:


Margaret McCallum, City Clerk/Treasurer

MONTROSE CITY COUNCIL OPEN FORUM

The following procedure will normally be followed in all situations pertaining to open forum:

1. Interested persons seeking to address the Council during Open Forum must first complete the form and present it to the Mayor or City Administrator.
2. If more than one person wishes to speak during Open forum the Presiding Officer will indicate the order in which interested persons may address the Council on his/her item.
3. The person must (a) proceed to the podium, and (b) give his/her full name in an audible tone of voice for the record before proceeding.
4. ALL data request questions will be submitted in writing and handled in the normal data practice manner. This is to save on time and money so meetings are not extended into extra pay.
5. Each person is limited to three minutes speaking time per item, unless additional time is granted by the Mayor. All remarks shall be addressed to the Council as a whole and not to any individual member and must be limited to the item referred to on the form.
6. Any question that requires research will be answered in writing prior to the next regular council meeting to the individual that posed the question. This will be subject to public data information costs if there are any involved in the request.
7. NO personal attacks or personal questions will be tolerated or answered and any attempt to try to verbally attack any member of the council or staff will be a violation of open forum rules.
8. We should all take initiative to make things better. Our goal is to foster an environment, which encourages a fair discussion and exchange of ideas without fear of personal attacks.

The following is the Open Forum procedure:

1. Legibly and thoroughly fill out the form below stating your specific topic to be presented.
2. Present your completed form to the City Administrator prior to the meeting.
3. Limit your presentation to less than three (3) minutes.

DATE _____

NAME _____

TOPIC TO BE PRESENTED _____

REQUEST FOR COUNCIL ACTION POLICY

In an effort to fulfill requests of the Montrose City Council, the council has adopted this policy determining the process for dealing with requests for action.

Persons or entities interested in presenting items for City Council action must submit a "Request for Council Action" form as designed by City staff. The request form must be presented to City Hall by the Tuesday before the meeting which the action is being requested.

The request shall contain the contact information of the person or entity requesting the action. The person or entity must be willing to provide additional information to City staff in order that staff may completely present the request to the City Council.

Once City staff deems a "Request for Council Action" form is complete, staff will place the item on the agenda for consideration by the City Council. The City strongly encourages any person or entity requesting Council action to attend the City Council meeting at which the request is being considered in order to answer any questions the Council may have.

Should a request be incomplete, be from an anonymous requestor, or if the requestor fails to provide complete information as determined by City staff, the request will be sent to the City Council members, but will not be placed on the agenda except by motion of the City Council.

This policy was adopted by the City Council on June 9, 2008

Public meetings and public comment: A guide for newly elected officials

November 4, 2019 | Posted by: DeFur Voran

Posted in: **Education & Government**

By Maura J. Hoff.

If you have been elected to a public office, congratulations on winning the trust of your constituents to handle the government's business on their behalf. And condolences on now having every decision you make either cheered or criticized and over analyzed in the public eye. It is an honorable decision to serve your community. So what can you do to perform your job well and not end up with egg on your face in the local paper?

First, have a clear agenda and rules of procedure for your elected body to follow. Many councils, boards, and commissions in Indiana simply "default" to some version of parliamentary procedure, which may or may not be applied properly. Those who officially follow Robert's Rules of Order may not have anyone trained in this procedure or even a copy of the most recent version of these Rules to follow. They may not realize that some of those Rules don't work for their group, yet they fail to make their own special rules that do. Every elected or appointed body should start their term by reviewing any existing rules and then working with their legal counsel to amend or draft local rules of procedure that work for your community. This often includes a catch-all clause to have Robert's Rules cover any procedures you have missed or intentionally disregarded in your local special rules. Having clear guidelines for your procedures keeps you from taking action in error that may later be overturned and cause serious issues for your community.

A major consideration in drafting these local rules is whether you want to allow the public to comment during your meetings. There is a major misconception that you must allow citizens to speak; under Robert's Rules and Indiana law, public comment is not required during a public meeting. (*Caveat: public comment IS required during a public "hearing" which is distinguished from a public meeting.*) Indiana Open Door Law requires that you allow the public to attend and observe your meetings – nothing more. Ask yourself whether allowing public comment at your meeting aids you in getting your business done. Does the public have other methods of contacting you about issues of concern? Do you make yourself available to your constituents by providing a public email address and phone number? Do you post and share the issues you are considering on your public social media profiles? The public's biggest complaint is "we didn't know this was even happening!" Information is key and when timely provided, prevents over-reaction and inaccurate assumptions. Furthermore, if the public can reach you by email to share their opinion, the need to make a big show at a public meeting is reduced.

Many citizens also incorrectly assume that a public meeting is the time to ask questions of their elected officials or force them to make statements "on the record." Keeping public comment off the agenda altogether stops this problem. If you feel you must allow it, consider putting it at the top of your agenda and limiting the comment period to 2 or 3 minutes per person. Simply allow comments to be made, say thank you, ask for the next speaker. Do not start the precedence of engaging in debate with your concerned citizens; you will never "win" and it creates a tense atmosphere. If you don't believe me, do a search online for council meetings gone wrong and you'll find many awkward, funny, and astonishing examples of ineffective meetings and wild "concerned citizens." By the end of a meeting, everyone is tired, impatient, and has been building up for their chance to speak. Comments at the end of a meeting tend to be more negative, more controversial, less respectful. A tip I have seen applied very successfully, in addition to having public comment at the start of a meeting, is to add some kind of feel good agenda item immediately before public comment. This ranges from recognition of a completed Eagle Scout project in your town to a community service award to a veteran's organization to inviting the local champion softball team to your meeting. In the shadow of these great things happening in your area, people are less likely to launch minor complaints in overly negative manners and sets the tone for positive thinking and responses.



Summary Rules for Public Comment

Mayor:

Richard Nagel

WELCOME to this meeting for your City Council. Please take a moment to read our guidelines for public participation in council meetings.

Council:

Michelle Battcher
Adam Cowell
Tom Hatlestad
Jim Heiland
Ben Jaszewski

Agenda: An agenda packet is available for public inspections 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 pass a motion by voice vote. Generally a simple majority vote of the members present is needed to pass most motions.

City Administrator:

Liza Donabauer

City Attorney:

Ross Arneson

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

Streets Supervisor:

Tony Voigt

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

Police Chief:

Jordan Voigt (Interim)

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

Fire Chief:

John Zaske

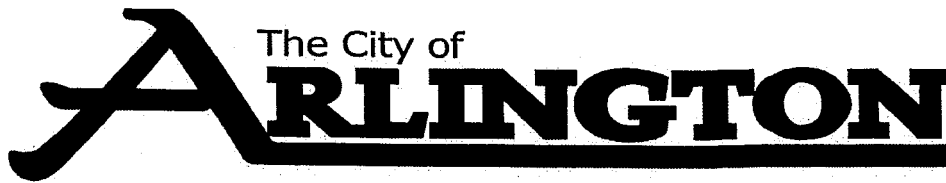
Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceedings of council.

Zoning Administrator:

Cynthia Smith Strack

Meeting Dates & Times:

1st & 3rd Mondays, 6:30 pm



During the public forum, 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.
- Be recognized by the Mayor before speaking. Comments are limited to three minutes.
- Direct their remarks to the Mayor.
- Follow the direction of the Mayor.

During the public forum, 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.

The Mayor 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.

Members of the public who do not follow the direction of the Mayor will be warned that further disruptive conduct will result in removal from the meeting. If the conduct continues, the Mayor may ask the speaker to leave. If the speaker refuses to follow the direction of the Mayor, the Mayor may direct the sergeant-at-arms to remove the speaker through any lawful means.

Council agenda/ order of business:

1. Call to Order.
2. Call of roll.
3. Approval of agenda.
4. Consent agenda.
5. Public hearings (when scheduled).
6. Public forum & correspondence.
7. Board, commission, & committee reports
8. Ordinances & resolutions.
9. Unfinished business.
10. New business.
11. Miscellaneous business.
12. Adjournment.

GUIDELINES FOR VISITOR PRESENTATIONS

Welcome to the Chanhassen City Council Meeting. In the interest of open communications, the Chanhassen City Council wishes to provide an opportunity for the public to address the City Council. That opportunity is provided at every regular City Council meeting during Visitor Presentations.

- Anyone seeking a response or action from the City Council following their presentation is required to complete and submit a Citizen Action Request Form. An online form is available at <https://www.ci.chanhassen.mn.us/action> or paper forms are available in the city council chambers prior to the meeting.
- Anyone indicating a desire to speak during Visitor Presentations will be acknowledged by the Mayor. When called upon to speak, state your name, address, and topic. All remarks shall be addressed to the City Council as a whole, not to any specific member(s) or to any person who is not a member of the City Council.
- If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue.
- Limit your comments to five minutes. Additional time may be granted at the discretion of the Mayor. If you have written comments, provide a copy to the Council.
- During Visitor Presentations, the Council and staff listen to comments and will not engage in discussion. Council members or the City Manager may ask questions of you in order to gain a thorough understanding of your concern, suggestion or request.
- Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed to the City Manager.