

To: HONORABLE MAYOR AND CITY COUNCIL.

FROM: Dave Maroney, City Administrator.

SUBJECT: Discussion – City Council Agenda Format.

DATE: January 31, 2019.

BACKGROUND.

New City Council – new City Council Agenda Format....perhaps? Staff has prepared the initial draft of a revised format for your consideration and discussion –see the accompanying *Draft for Discussion Only – January 29, 2019* (“Draft Agenda”).

The primary purpose of an agenda is to provide direction and guidance for conducting an orderly meeting and you have significant latitude for establishing its format. Recently, questions have been raised pertaining to how best and when to allow general public input during a meeting and the *Draft Agenda* suggests at least one alternative to consider. Several other modifications are also provided for discussion.

The *Draft Agenda* provides considerable opportunity for receiving public testimony and comment – Item #5 (*Scheduled Presentations/Public Hearings*); Item #6 (relating to specific matters associated with the *Consent Agenda* item); Item #7 (relating to specific matters associated with the *Council Business* item); Item #8 (often the Mayor, Councilor’s and/or Staff provide a *Report* that relates to matters that have been initiated by the public); and of course, Item #9 (*Public Input*). As you see and would expect, nearly all of our work involves some degree of input by the public either during and/or outside of an actual meeting of the City Council. Staff and Council will continue to work together to provide and schedule public participation at the appropriate time and place and I believe that the *Draft Agenda* format will assist us with accomplishing this task.

You will notice that the verbiage for Item #9, *Public Input* in the *Draft Agenda* has been revised somewhat from the current Agenda language. In addition to allowing up to five (5) minutes of public comment the term “respectful” has been included for your consideration. As drafted, in the event that a citizen chooses not to abide by the stated policy the City Council may move to simply adjourn the meeting.

REQUESTED COUNCIL ACTION.

The *Draft Agenda* has been prepared for your initial review and discussion on February 5th. Staff requests your direction as to how you wish to proceed.

Modifying and administering the Council Agenda represents one of several initiatives that Staff is currently addressing to improve communication with the public. Related work includes assessing opportunities to expand and improve the use of cable television and social media – Staff looks forward to working with the City Council in these regards!

**CITY OF CANNON FALLS
CITY COUNCIL MEETING AGENDA
TUESDAY, _____**

6:30 p.m.

****Draft for Discussion Only – January 29, 2019****

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. SCHEDULED PRESENTATIONS/PUBLIC HEARINGS – None or Chamber or ?**
- 6. CONSENT AGENDA:** Consent Agenda items may be adopted under one motion as presented or may be removed for discussion and resolution as Council Business.
- 7. COUNCIL BUSINESS**
- 8. REPORTS**
 - A. Council Committee/Commission – Public Works Commission (2/13/19).
 - B. Mayor and Council.
 - C. Staff - further discussion “pending”.
- 9. PUBLIC INPUT:** Citizens may speak to issues not on the Agenda. Before speaking, please provide your name and address for the record and kindly limit your comments to between three (3) and five (5) minutes. Public comments must be respectful, pertinent to City business and adhere to applicable Data Privacy Rules.
- 10. ADJOURNMENT**

UPCOMING MEETING SCHEDULE:

EDA ---
Planning Commission—
Library Board—
Public Works Commission—
Personnel Committee---
Joint Powers Trail Board—
Park Board—
Cable Commission—
Police Commission—