

Taylors Falls City Council Meeting Guidelines



WELCOME to the Taylors Falls City Council Meeting. These guidelines have been approved by the City Council to ensure order and assist in public meeting participation. The Mayor reserves the right to modify these rules as required to effectively chair the meeting.

City Council Members

Mike Buchite, Mayor
Ross Rivard, Council Member/Vice Mayor
John Tangen, Council Member
Larry Julik-Heine, Council Member
Mary Murphy, Council Member

City Staff

Elizabeth Nealley, Clerk-Treasurer
Steve Heth, Coordinator-Zoning Administrator
Mike Kriz, Public Works Superintendent
Sgt. Shane Carroll, Chisago Co. Sheriff's Dept.

Agenda

A City Council Meeting Agenda Packet is available for public inspection in the entrance to the meeting room. The agenda can be viewed usually on the Wednesday before the meeting at City Hall, the Post Office, or on the City's webpage (www.ci.taylors-falls.mn.us).

Council Procedure

In general, the Council uses Parliamentary Procedure and Robert's Rules of Order to conduct business. Ordinarily the Council will address items as they appear on the agenda and pass motions to take official action. Three of the five Council Members are required to conduct business and most motions require a simple majority vote of the Council Members in attendance.

Public Forum

Public Forum is intended to allow attendees an opportunity to speak on issues not on the Agenda or on a particular Agenda topic. It is not a time to engage the City Council in discussion or debate. People wishing to speak should fill out an Agenda Card and give it to the Clerk-Treasurer before the meeting starts. The Mayor will announce the Public Forum shortly after beginning of the meeting. Wait for the Mayor's instructions before speaking.

Issues requiring a decision by the Council will usually be referred to City Staff to be placed on a future Agenda.

Addressing the Council

- Those wishing to speak should approach the front table and speak to the Council when recognized. Clearly state your name and address.
 - Ordinarily three minutes will be allowed per speaker. The Mayor may limit speakers if they are repeating points already made, or getting off of the topic. The Mayor may allot additional time if necessary.
 - Speakers are discouraged from distributing information at the meeting. If copies are to be distributed, you must bring a minimum of 6 copies. These should be provided to the Clerk-Treasurer prior to the meeting to be distributed to the City Council.
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