



# City of Appleton

323 West Schlieman Avenue

Appleton, Minnesota 56208-1299

(320) 289-1363

Fax (320) 289-1364

## City Council Meetings Public Comments Policy Participation Rules Summary

### **Mayor:**

Dan L. Tosel

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

### **Council:**

Jason Heinecke

Gary Borstad

Chad Syltie

Tim Rittenour

**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:**

Willie Morales

**Public participation in meetings:** Comments from the public are restricted to the public section of the agenda.

### **City Attorney:**

Danielle Olson

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.

### **City Clerk-Treasurer:**

Emma R. Haugen

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

### **Police Chief:**

Sedrick Borsgard

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 the City Council.

### **Fire Chief:**

Ryan Anderson

**Regular Meeting Dates & Times:** Third Wednesday of the month at 5:30 pm unless a special meeting or public hearing has been duly posted and published or the regular meeting has been rescheduled in a manner pursuant to Open Meeting Law.



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## **One week prior to a City Council meeting, Citizens must:**

- Submit a request to the City office to be listed on the agenda.
- Briefly describe the nature or the reason or the subject that the citizen would like considered for discussion on the agenda.
- This policy will allow the Mayor and Councilmembers to review all information before the regular City Council meeting.
- This is the only manner in which non-agenda related items, subjects, topics, or matters shall be considered by the Mayor for addressing at a City Council meeting.

## **During the City Council meeting, citizens must:**

- Sign up prior to speaking and provide a name and address, only comments regarding posted agenda items will be addressed. The sign-up sheet will be available at the meeting entrance.
- Be recognized by the Mayor before speaking. Comments are limited to not more than two minutes.
- Direct their remarks to the Mayor.
- Follow the directions of the Mayor.

## **During the City Council meeting, 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.
- Body language or posture that creates a sense of imminent threat.

## **The Mayor may:**

- Request the public to appoint a spokesperson when multiple speakers appear to speak about the same topic.
- Place a time limit on or defer the public comment period.
- Alter rules to meet legal requirements for public hearings as 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 a member of the Police Department to remove the speaker through any lawful means.**

## **Council Agenda Structure:**

**1. Approval of Minutes.**

**2. Changes to Agenda.**

**3. Presentations.**

**4. Public Hearings  
(when scheduled).**

**5. Public Comments  
(As described herein).**

**6. New Business.**

**7. Old Business.**

**8. Closed Sessions  
(when scheduled).**

**9. Adjournment.**