

ORDERS OF BUSINESS

1. *Call to Order*

The Mayor, or in the Mayor's absence, the Mayor Pro Tem, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

3. *Roll Call*

The City Clerk, or Deputy City Clerk, takes roll and announces the presence or absence of individual Council members.

4. *Approval of Minutes*

The Mayor asks if there are any questions or changes to the Minutes that are presented to Council for approval. The minutes are approved by motion.

5. *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize citizens, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

6. *Communications*

This section is designated as an opportunity to relay information to the City Council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as Legislators or Commissioners, reports by council members on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

7. *Open Forum*

This order of business provides a time for any individual to approach the Council and comment, ask questions, present a problem or make any other statement relating to City business that is not already on the agenda. Pursuant to Res. No. 99-152, each speaker will be limited to 5 minutes and will be cut off by the Mayor at the end of that time. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting.

8. *Adoption of Agenda*

This is the proper time for the Mayor or Councilmembers to add, delete, or change items on the agenda. A majority of those present must approve additions, deletions, or changes to the proposed agenda. The agenda is adopted by motion.

9. *Public Hearings and Items Set for a Certain Time*

All Public Hearings will be held at 7:30 p.m. following the Consent Agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing.

10. *Consent Agenda*

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any Councilmember or the Mayor may request an item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the Council. Examples of such items include, but are not limited to:

- Schedule of Bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary On-Sale 3.2 percent Beverage licenses
- Premises Permits for Charitable Gambling Organizations
- Resolutions ordering Public Hearings
- Vacation of Drainage/Utility Easement Ordinances

11. *Development Business*

This section includes items that relate to Planning and Development within the City, such as Conditional Use Permits, Preliminary/Final Plat approval, land use and zoning changes, concept plan approval, etc.

12. *Administration*

Those items which relate to the administration and details of City business should be placed under this section. Examples include, but are not limited to:

- Approval of, or authorization to enter into contracts
- Establishing policies
- Ordinances (other than zoning related)
- Accepting Bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring Council approval
- Appropriating money for projects or other items
- Agreements
- Controversial items, or non-Development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

13. *Other Business*

This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to:

- Questions or concerns of Councilmembers
- Questions or concerns that have been expressed to Councilmembers by private citizens
- Suggestions by Councilmembers for future workshops

14. Adjournment

A Councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.