

SARTELL CITY COUNCIL

AGENDA COVER SHEET

Originating Department Administration	Meeting Date January 12, 2015	Agenda Item No. 2
Agenda Section Special Meeting	Item 2015 Annual Council Appointments/Processes & Goals Updates	

ANNUAL APPOINTMENTS

Attached is a draft Resolution showing current assignments, along with descriptions and notes that might be helpful as you make the various Committee, Commission and Board assignments for 2015.

COUNCIL PROCESSES

Mayor Nicoll has requested a few procedural points be discussed by the Council for 2015:

- To enable the Mayor to consistently and fairly enforce the open forum format, should there be a limit of 3 minutes rather than our current “approximately two minutes” language for open forum?
- To avoid unnecessary confusion about where items removed from consent should be placed on the agenda, should all items removed from consent agenda simply be considered right after the vote on remaining consent agenda items?
- Based on the new agenda cover memo formats that include recommendations and requested actions, should debate prior to a formal motion be acceptable to better ensure that the motion made is in alignment with Council’s desired direction?

I am attaching the open forum and consent agenda guidelines with possible changes noted, and I am attaching current Rules of Order related to motions and discussion with another potential redlined change for your consideration.

GOALS UPDATES

The following goals update is intended to close out completed 2013/2014 goals and to carry over those goals yet to be completed into 2015:

- **Develop Comprehensive Pedestrian/Trail Plan and Transportation Related Goals of Pavement Management System and Updated Capital/Maintenance Plan for Streets.**
CLOSE OUT: The Pavement Management System, including pedestrian/trail maintenance plan, is incorporated into the City’s financial management plan. The City Engineer will be updating street and trail maps to reflect the planned improvement schedules.
- **Purchase land for Town Square and start working with developers on town square.**
CARRY OVER: Staff continues to work toward a proposal for Council consideration in the coming months. Focus groups are currently in process to get public input on the town

square potential, and private property owners are developing potential amenity and landscape plans for future Council consideration.

- **Sauk River Park and Pinecone Regional Park.**
CARRY OVER: Staff continues to work toward a purchase offer for Council consideration on property adjoining the Sauk River Park. Once that option is reviewed by Council for input, it will allow us to determine what other improvements should be made with remaining funding. Staff also continues to work with a potential private funder on naming and improvements to Pinecone Regional Park for Council consideration.
- **Figure out a way to re-engage the skate park people.**
CLOSE OUT: Pending Council discussion on this item at your special meeting, staff recommends closing out this goal until/unless private interest increases for this project. We do have a skate park concept as one of the possibilities being examined for Pinecone Regional Park sponsorship, and we will continue to look for opportunities to add this amenity in Sartell, but asking staff to re-engage a group that never really engaged to begin with isn't a goal we find achievable at this time.
- **Move forward with sales tax plan for Senior Center and Library.**
CLOSE OUT: This will now be part of the City's community center planning timeline – a draft of which will be discussed at your special meeting to enable Council to move forward toward construction of a community center project.
- **Complete the Dog Park Project.**
CARRY OVER: Staff is working with the remaining dog park volunteers to bring a final proposal for Council consideration in the first quarter of 2015.
- **Review whether to reduce the number of garbage trucks on our roads.**
CLOSE OUT: This process is now in motion and discussion with City Attorney is scheduled for February 9th so Council will be determine how it proceeds in 2015.
- **Seek ways to connect interested community members in various community issues/projects (e.g. the Round Barn, Community Pool advocates, etc.):**
CLOSE OUT: SeeClickFix software purchase approved by Council has community forum capabilities that will be enabled in 2015. Combined with the neighborhood initiative work being done in 2015, we will have solid tools in place to connect community members.

- **FROM 2013: Re-evaluate the role of the Park Commission and its relationship to the City Council and staff.**

CLOSE OUT: After putting substantial time into this evaluation in 2014, staff requests final Council decision on our recommendation. Last Council action was to request further discussion on this in the first quarter of 2015.

COUNCIL ACTION REQUESTED:

1. Motion to approve Resolution Making Annual Appointments.
2. Decisions on all 3 procedural issues referenced above: open forum, consent agenda, and rules of order potential changes.
3. Discussion and staff direction on goals updates, including future of park commission and community center timeline and next steps – including direction on Architect, Construction Manager, and Operations Consultant selections.

RESOLUTION NO. _____
AMENDED RESOLUTION 01-2015 MAKING CERTAIN APPOINTMENTS FOR 2015

BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SARTELL HEREBY MAKES THE FOLLOWING APPOINTMENTS FOR THE YEAR 2015:

Designations

Acting Mayor: Council member Braig Lindstrom; Alternate Acting Mayor: Council member Nicoll
1 Council member (chairs Council meetings & signs documents in absence of the Mayor); Council has sometimes appointed an alternate acting Mayor as well; in Annandale, they simply rotated the Acting Mayor position alphabetically on a quarterly basis so all 4 Council members were Acting Mayor for one quarter of each year.

City Forester: Public Works Director

Weed Inspector: Mayor (alternate: Public Works Director)

Official Newspaper: Sartell Newsleader or St. Cloud Times

Website Bid Publications: the City of Sartell's website - www.sartellmn.com

Depositories: U.S. Bank, Wells Fargo, Bremer Bank, Liberty Savings Bank, Bank Vista, LMC 4M Fund/PMA Financial Network, Cetera IS, Sentry Bank, Falcon National Bank, Great River Federal Credit Union, Plaza Park Bank, Citizens Community Federal, DMB Community Bank, TD Ameritrade, Ehlers Investment Partners, and St. Cloud Federal Credit Union.

Authority to make Electronic Funds Transfers (EFT): Mayor, City Administrator, Deputy Clerk and/or Finance Director

City Board, Commission, Task Force, Committee and Subcommittee Appointments

Sartell Economic Development Commission: Council members Nicoll and Hennes; Community Development Director
2 Council members and Community Development Director (non-voting liaisons, meet bi-monthly on the 3rd Tuesday of the month from 7 am – 8/8:30 am)

City-School Collaborative Planning Committee: Mayor Perske, Council member Braig Lindstrom, City Administrator
2 Council members and City Administrator serve to meet jointly with School District representatives to keep open communication lines between City and School. School reps in 2015 will be Michelle Meyer and Pam Raden; daytime meetings preferred

Personnel Committee: City Administrator, Council members Nicoll and Peterson
Up to 2 Council members and City Administrator (meet as needed for labor agreement negotiations, personnel policy revisions & as required in grievance matters). Meetings are typically

during the regular work day & sometimes for multiple hours at a time, but it has worked fine to connect via phone when in person meetings are not possible during the day.

City Facilities Construction Committee: Will be appointed as needed
SALT (Senior and Law Enforcement Together): Council member Nicoll & Police Chief
1 Council member and Police Chief (meets monthly on 3rd Wednesday at 9 am)

Sartell LeSauk Joint Planning Commission: Council members Nicoll, Hennes and Peterson
3 Council or Planning Commission members as voting members, meet as needed and coordinated by LeSauk Township. This had traditionally been Planning Commission members appointed by Planning Commission, but changed to Council members in 2014 to have more direct dialogue between Council and Town Board on land use issues. We would like Council input on how you want to see this appointment structured for 2015.

Non-City Board, Commission, Committee and Task Force Appointments

Sartell Senior Connection: Council member Braig Lindstrom; Alternate Mayor Perske
1 Council member has served as one of their community representative non-voting members.

Area Planning Organization (APO): Council members Peterson and Hennes, and Mayor Perske;
Executive Board: Mayor Perske *2015 Note: Alternate Exec Board: _____*
Mayor and 2 Council members (meets monthly on 4th Thursday at 7 pm).
St. Cloud APO Executive Board –(meets monthly on 2nd Thursday at 5 pm). APO Bylaws specify the Mayor from each City, but appointing an alternate is acceptable to them.

APO Technical Advisory Committee (TAC): Voting Representative – City Engineer; Alternate:
Community Development Director
Staff level technical review committee has traditionally been filled by City Engineer as voting rep and alternate as Community Development Director

Greater St. Cloud Development Corporation Board of Advisors: Mayor Perske; alternate: Council member Nicoll
1 Council member and 1 alternate meets quarterly on the 1st Friday quarterly at 7:30 am. In 2015, dates are Feb 6, May 1, Aug 7, and Nov 6 – location to be determined.

Sartell Chamber of Commerce – voting representative: Mayor Perske, 1st alternate – Council member Nicoll, 2nd alternate – City Administrator
1 voting member, Council or staff (meets monthly on the 2nd Tuesday of the month, 11:30 am – 1 pm); 1 to 2 alternates also traditionally appointed by Council.

Regional Human Rights Board: Mayor Perske and Council member Braig Lindstrom
2 Council members appointed pursuant to Joint Powers Agreement approved in 2013 among St. Cloud, St. Joseph, Sauk Rapids, and Sartell.

Tri-Rec Board Representatives: Council member Peterson, Mayor Perske, and Public Works Director

2 Council or staff members (used to meet once or twice per year, coordinated by School District)

St. Cloud Area Wastewater Advisory Committee: City Administrator and City Engineer

Staff level review committee that brings back recommendations for Council consideration related to shared wastewater treatment facilities.

St. Cloud Area Joint Planning District Board: Council member Peterson, (alternate – Council member Braig Lindstrom); Community Development Director

1 Council voting member & 1 alternate (meets quarterly on the 3rd Thursday of the month at 4 pm at Waite Park City Hall). There is discussion of whether/how to continue this Board in 2015.

Metropolitan Transit Commission: Council member Braig Lindstrom

1 Council member, meets monthly on 3rd Wednesday at 4 pm. Appointed for 3 years terms; Braig Lindstrom current term expires on 6/30/16.

Sartell Recreation Center Association Board of Directors: Council member Peterson

1 Council voting member

Pinecone Central Park Association Board of Directors: Council member Nicoll

1 Council voting member

Community Education Advisory Board: Public Works Director

1 Council advisory member – meet 4 to 6 times/year coordinated by School District

ADOPTED BY THE SARTELL CITY COUNCIL THIS _____ DAY OF JANUARY, 2015.

MAYOR

ATTEST:

CITY ADMINISTRATOR

- **Open Forum/Public Comment Session:** The City Council has set aside up to 10 minutes at the beginning of each regular Council meeting to take comment from members of the public. Individuals wishing to offer comment to the Council must register by contacting City Hall prior to 4:30 pm on the date of the meeting or by signing up at the Open Forum sign-up sheet provided prior to the start of each Council meeting. Each participant is allowed ~~approximately two~~ **a maximum of three** minutes to address the Council at the podium. The Open Forum session is devoted exclusively to accepting comment from the public. While the City Council may opt to refer a matter to staff or one of its boards or commissions for study, **the Council will not debate, discuss or formally act on any matter presented during the Open Forum session.**
- **Consent Agenda:** The Council uses a Consent Agenda for routine, non-controversial items needing little or no further deliberation. Those items listed on the Consent Agenda are approved together as one vote unless a Council member requests removal of an individual item for separate consideration. **Items removed from consent agenda shall be considered separately by the Council after Consent Agenda vote is taken.**

Rules of Order for the Sartell City Council

Preamble.

- a. **Purpose.** The purpose of these rules is to foster debate and discussion in an orderly manner, not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.
- b. **Rights of council members.** All council members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.
- c. **Obligations of council members.** The rights of individual council members cannot be realized unless all council members also recognize their obligations as members of the political body. Council members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim. Council members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, council members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior.

Rule 1. Motions.

All formal actions of council must be by motion. A councilmember may make only one motion at a time.

Rule 2. Language for making a motion.

The appropriate language for making a motion shall be substantially similar to “I move to...”

Rule 3. Procedure for consideration of a motion.

Once a motion has been made and seconded, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the mayor determines that the motion is in order and no objections to the motion have been made pursuant to Rule 4. A motion is in order if it is made at a proper time in the proper format, including having been seconded by another member of the Council, and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if it receives a majority vote of those present at the meeting, unless otherwise required by law. **Nothing in this Rule prohibits discussion by the Council on a topic prior to a motion being made if the Council feels preliminary discussion is advisable to assist in formulating a motion.**

Rule 4. Objections to a motion.

- a. Any member of the council may make an objection to a motion if he or she believes the motion is not in order. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.
- b. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The appropriate language for making an objection shall be substantially similar to *"I object to the motion as being out of order, and call for a ruling by the presiding officer."*
- c. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.
- d. The presiding officer shall determine whether the motion is in order.
- e. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once explaining his or her position. Next, the presiding officer shall let the maker of the motion speak once to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.
- f. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion for debate (if applicable).
- g. The presiding officer's ruling may be appealed as provided in Rule 7.

Rule 5. Debate.

Generally only one motion may be considered at a time in debate. Once a motion has been made, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:

- a. For initial comments, all comments shall be limited to five minutes. For subsequent comments, all comments shall be limited to two minutes.
- b. The maker of the motion shall be permitted to speak first on the issue.
- c. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
- d. Everyone who wishes to speak on the issue must be permitted to speak once, before council members who have already spoken are permitted to speak again.

- e. Council members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, council members may affirm agreement or disagreement.
- f. Generally only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to amend the original motion, a motion to take a brief recess, a motion to withdraw the motion by the motion's maker, a motion to divide a complex question, a motion to defer consideration to a later date, a motion to refer an issue to committee, motion for the previous question, a motion to limit debate, or a motion for a call to order. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

Rule 6. Definitions of motions that may interrupt debate (secondary motions).

As explained in Rule 5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in Rule 3 to consider the secondary motion. A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the council, before debate on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

- a. **Motion to amend the original motion.** The maker of the motion does not need to consent to a motion to amend. However, he or she may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved. Only two amendments may be made to an original motion to avoid confusion. The amendments should be voted on in reverse order, with the last amendment being voted upon first. To avoid confusion, complex language should be put in writing. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language.

The appropriate language for making a motion to amend shall be substantially similar to "*I move to amend the motion by inserting between . . . and. . .*" or "*I move to amend the motion by adding after. . .*" or "*I move to amend the motion by striking out. . .*" or "*I move to amend the motion by striking out. . . and inserting. . .*" or "*I move to amend by striking out the motion . . . and substituting the following. "*

- b. **Motion to take a brief recess** is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on his or her own initiative, without a vote, to maintain order in the meeting.

The appropriate language for making a motion to recess shall be substantially similar to "*I move to take a brief recess for XX minutes. "*

- c. **Motion to withdraw a motion** is not subject to debate, and it can only be made by the motion's maker before a motion is amended.

The appropriate language for making a motion to withdraw shall be substantially similar to *"I move to withdraw my motion..."*

- d. **Motion to divide a complex question** may be used for complex items of business. It allows the council to break larger questions into smaller parts, which are considered separately.

The appropriate language for making a motion to divide a complex question shall be substantially similar to *"I move to divide the question into parts. Part 1 shall be and Part 2 shall be"*

- e. **Motion to table or defer consideration to a later date** is not subject to debate. It may be used to defer or delay consideration of a matter.

The appropriate language for making a motion to defer consideration shall be substantially similar to *"I move to defer consideration of the main motion/this item until..."*

- f. **Motion to refer an issue to committee** is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report.

The appropriate language for making a motion to refer an issue shall be substantially similar to *"I move to refer the main motion/this issue to the committee for its consideration and recommendation. The committee should report back to the council in days/weeks."*

- g. **Motion for call of the previous question** is not subject to debate. It may be used only after at least 20 minutes of debate on a single motion or when all members of the council have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.

The appropriate language for making a motion to call the previous question shall be substantially similar to *"I move to call the previous question" or "I move for an immediate vote on this issue."*

- h. **Motion to limit debate** is not subject to debate. It may be used to establish time limits for debate.

The appropriate language for making a motion to limit debate shall be substantially similar to *"I move to limit debate on this issue to minutes per person" or "I move to limit council debate on this issue to no more than.... minutes total."*

- i. **Motion for a call to order** is not subject to debate. It may be used to signal to the presiding officer that the councilmember feels the proceedings have gotten disorderly.

The appropriate language for making a motion for a call to order shall be substantially similar to *"I move for a call to order by the presiding officer."*

NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a call to order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

Rule 7. Appealing procedural decisions of the presiding officer.

- a. Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.
- b. **Procedure for appeals.** An appeal is made by motion. No second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other councilmember may participate in the discussion.
- c. Once both the maker of the motion and the presiding officer has spoken, the matter must be voted on by the council as a whole.
- d. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

Rule 8. Other special motions explained.

- a. **Motion to adjourn** is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on his or her own initiative, without a vote, if necessary to maintain order.

The appropriate language for making a motion to adjourn shall be substantially similar to *"I move to adjourn the meeting."*

- b. **Motion to go into closed session** may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on his or her own initiative, without a council vote, if closing the meeting is mandatory under the law or if directed by the city attorney.

The appropriate language for making a motion to go into closed session shall be substantially similar to *"I move to close the meeting in order to consider pursuant to of the Minnesota Open Meeting Law."*

- c. **Motion to leave a closed session** may be used to conclude a closed session and return to an open meeting.

The appropriate language for making a motion to leave a closed session shall be substantially similar to *"I move to open the meeting."*

- d. **Motion to revive consideration of an issue** may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting. The appropriate language for making a motion to revive shall be substantially similar to *"I move to revive consideration of previously tabled/deferred/referred to committee."*

- e. **Motion to reconsider** may be made no later than the next regular meeting of the city council following the meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side.

The appropriate language for making a motion to reconsider shall be substantially similar to "*I move to reconsider...*"

- f. **Motion to rescind or repeal** may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any council member, whether or not he or she was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the council's previous decision has occurred (for example, in the area of contracts or hiring/termination of employees).

The appropriate language for making a motion to reconsider shall be substantially similar to "*I move to rescind/repeal the council's previous action related to as stated in resolution number....*"

- g. **Motion to prevent reintroduction of an issue for months** is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times.

The appropriate language for making a motion to prevent reintroduction shall be substantially similar to "*I move to prevent reintroduction of this issue for months.*"

- h. **Motion to suspend the rules or to consider a motion informally** should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate.

The appropriate language for making a motion to proceed informally shall be substantially similar to "*I move that we suspend the rules and proceed informally in discussing the issue of*"

Rule 9. Resolutions and ordinances.

Simple motions shall be used only for procedural and meeting matters. Substantive issues, such as the approval or disapproval of contracts, licenses, or permits; the censure of council members; the hiring, termination, or promotion of employees; the appointment of board, commission, and committee members; and the adoption of city policies, rules, and ordinances shall be by resolution. An exception to this general rule may be made in instances where significant documentation of the council's decision exists, rendering an additional resolution repetitive (for example, where a written contract spells out all the terms that would be listed in the resolution). All resolutions shall be written and numbered in a manner consistent with the city's record keeping policies.

The appropriate language for a motion for the adoption of a resolution shall be substantially similar to *"I move to adopt the resolution numbered..."*

Rule 10. Robert's Rules not applicable.

These rules are designed specifically for Minnesota city councils. Further, these rules were drafted to be an appropriate level of regulation and formality for smaller governing bodies typically seen in Minnesota cities. Robert's Rules of Order is not assumed to apply or to supplement these regulations. Where a situation arises that is not addressed by these rules, the intent of these rules, as expressed in the preamble, should be effectuated by the presiding officer, in consultation with the city attorney.