



Policy for Members of the Public to Submit an Agenda Item for Consideration

Public Policy. The Jenkins City Council meets regularly on the second Monday of each month at 6:00 PM and if necessary, the fourth Tuesday of each month at 6:00 PM. Because of timing, it is important that the City is responsive to requests for consideration of items at its regular Council meetings. It is also important that City staff have a sufficient period of time to prepare information regarding requested agenda items. The purpose of the following policy is to balance these priorities.

Policy. Citizens of Jenkins, organizations, interest groups, or other entities wishing to place items on the Regular City Council meeting agenda must submit an agenda request, along with any supporting documents to the City Clerk-Treasurer no later than 5:00 PM the Tuesday prior to the meeting (See attached deadline schedule.) If an item is complex and requires substantial analysis or information gathering to enable the council to make an informed decision at the meeting or if the agenda is full with other city business, the minimum timeline for submittal may be lengthened. The agenda request form is available on line, via email or at city hall.

Review Process. The City Clerk-Treasurer will review the request, and upon the form being complete will notify the requestor of when the item will be placed on the council agenda. The City Clerk-Treasurer will also notify the requestor if additional information is required. The requestor must understand that any information provided to the council

cannot be considered confidential, and therefore is subject to the state's Data Practices Act. Presenters may be limited to presenting for no more than 10 minutes.

“No Show” Requests. Citizens of Jenkins, organizations, interest groups, or other entities that request to be placed on the agenda and do not show up or send a representative to show up on behalf of their request more than **2 times** may not be allowed to submit further requests and may only speak under the “public comment”. This policy is set due to being respectful of the agenda timeline, scheduling and ensuring that other requests that may be on the agenda may be heard. The Public Comment portion of the agenda is explained in the following paragraph.

Public Comment. Entities may choose not to ask to be placed on the council agenda, and may instead speak under the “public comment” portion of the agenda. The council can at that time decide to vote to have the item appear on the council agenda at that meeting or at a subsequent meeting. Entities that speak under the “public comment” portion of the agenda are limited to 3 minutes per person.

JENKINS CITY COUNCIL

Mayor: Andrew Rudlang

Councilmembers:

Jerimey Flategraff

Roman Siltman

Ryan Barnett

Jory Carlson

CITY STAFF:

Clerk-Treasurer: Krista Okerman

Deputy City Clerk: Cassandra Delougherty

Public Works: Roger Olmscheid

Adopted this 12th day of July, 2021.

City of Jenkins

RULES FOR PUBLIC COMMENT

WELCOME to this meeting of your City Council. Please take a moment to read our guidelines for public participation in council meetings. While we welcome and strongly encourage public participation, these rules are in place in order for the City Council meetings to be productive and enable the City Council to conduct City business and work for YOU.

Agenda: An agenda packet is available for public inspection 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.

Public participation in meetings:

Comments from the public are restricted to the public forum period. 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. Members of the public are not allowed to participate in council discussion and debate without a specific invitation by the presiding officer. 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 council.

During the public forum period, citizens must:

1. Sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet is available at the meeting entrance.
2. Be recognized by the presiding officer before speaking. Comments are limited to three minutes.
3. Direct their remarks to the presiding officer.
4. Follow the direction of the presiding officer.

During forum period, 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. Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. If the conduct continues, the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means.

The presiding officer may:

1. Request the public to appoint a spokesperson when multiple speakers appear to speak on the same topic.
2. Place a time limit on or defer the public comment period.
3. Alter rules to meet legal requirements for public hearings required by law.