

City Council Meeting Procedures

Call to Order

The Mayor officially calls the meeting to order by announcing the date and time.

Roll Call

The City Clerk takes a roll call of the council members present beginning with the first eight alderman and concluding with the eighth ward and a quorum is determined.

Prayer and Pledge

Generally a clergy person is chosen from the community to make the invocation. In his/her absence the City Clerk gives the prayer. Immediately following, all rise and face the flag for the pledge.

Presentation

Any formal recognitions, presentations, etc. are made at this time, as requested.

Public Hearing

Required formal public hearings are called as necessary. Relative public commentary is heard.

Citizen Participation

The public is invited to present commentary at will regarding any item not on the agenda. Comments limited to not more than five (5) minutes.

Aldermen Comments

The City Council members may wish to make announcements or address pertinent issues at this time.

Consent Agenda

The Mayor introduces the Consent Agenda by announcing that items on the Consent Agenda have been deemed non-controversial by the Mayor, City Clerk and staff. No item will be discussed unless an alderman specifically requests that it be removed from the agenda for that purpose. Any citizen wishing to address the City Council on any of these items must advise the City Clerk prior to the reading of the Consent Agenda. Once the items are removed the City Clerk proceeds to read the remaining items on the Consent Agenda. The Mayor requests a motion to approve the Consent Agenda and the City Clerk takes a roll call vote.

Items removed are then discussed individually with the City Clerk announcing each item. Discussion/action follows until all items are addressed.

Committee of the Whole

Following the Consent Agenda, the Mayor declares that the City Council is resolved into a Committee of the Whole Meeting. At this time individual Council Committee Chairmen present their items for discussion. It is during the Committee of the Whole Meeting that the aldermen invite the public to comment on the relative issue. The following committees may have items: Building Code, Community

Development, Community Services, Engineering, Finance & Administration, Legal & Licensing, Public Safety, and Public Works.

If no action is immediately required on committee items, they will automatically appear on the next City Council Consent Agenda. If it is necessary to take action on the items at the present meeting, the Committee Chairman must report them out under the "New Business" section.

Unfinished Business

Once the Mayor has announced that the City Council is back in session, the City Clerk proceeds to read each item listed under "Unfinished Business" that was discussed at a prior meeting and now requires a motion and a vote.

New Business

The City Clerk proceeds to announce those items from the agenda which were addressed earlier in the Committee of the Whole Meeting should the City Council desire to report them out for action. A motion and vote will be taken. Matters being introduced for the first time will also be presented under "New Business".

Manager's Report

The City Manager may wish to make announcements or address pertinent issues at this time.

Aldermen Comments

The City Council Members may wish to make announcements or address pertinent issues at this time.

Mayoral Comments

The Mayor may wish to make announcements or address pertinent issues at this time.

Executive Session

The City Council recesses to meet in private to discuss matters such as personnel, land acquisition and collective bargaining. No final action is ever taken in Executive Session. The City Council reconvenes back in session where they may take action on the matters discussed in Executive Session.

Adjournment

The Mayor officially calls for a motion to adjourn the Meeting. A vote is taken and the Meeting concludes.