

## PUBLIC HEARING

Public Hearings are held as a separate item of business on the agenda. The public hearing segment is your opportunity to tell the Council how you feel about issues scheduled to be heard. Typically, a hearing follows these steps.

- Staff makes presentation
- Council members ask questions for clarification
- Mayor opens hearing to the public
- Public gives input
- Mayor closes the public hearing
- Council discusses the item
- Council takes action

When you are called upon for your comments, please step up to the table and state your name for the record. Each speaker should limit their presentation to three (3) minutes and shall address the Mayor. Each person is limited to one turn. The Mayor may use discretion whether to allow repeat statements from the same person.

Occasionally, the Council may continue a hearing to another meeting before taking action.

### City of Rock Creek

#### Council Members:

**Dick Johnson**, Mayor  
**Ronnie Berdan**, Acting Mayor  
**Don Ramberg**, Road Supervisor  
**Sam Christenson**, Zoning Enforcement Officer  
**Dan Saumer**, Planning Commission Representative

**Address:** 7000 State Hwy 70 Pine City, MN 55063

**Phone:** 320-629-2736

**Website:** [www.cityofrockcreek.org](http://www.cityofrockcreek.org)

**Office Hours:** Monday – Friday  
8am – 12pm (Noon)

*The meetings of Municipal governing bodies are truly a study of democracy in action. It is hoped this pamphlet will aid you in understanding and taking part in this democratic process.*

The City of Rock Creek does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission to, access to, treatment of, or employment in its programs, activities, or services.



## WELCOME TO A ROCK CREEK CITY COUNCIL MEETING

This brochure is designed to help you understand the process and procedures for the meeting.

### FORM OF GOVERNMENT

Rock Creek is a statutory city that operates under the Plan A Council-Administrator form of government. Under the Plan A form of government, the Mayor and Council Members are responsible for all legislative actions and city policies.

**The City Council welcomes the public to all Council meetings, work sessions, and hearings. We value your input and citizens are encouraged to express their opinions during these meetings.**

**To keep the agenda moving smoothly, the Council has adopted guidelines for making presentations before the Council.**

**The purpose of these guidelines is:**

- **To provide for a more orderly meeting;**
- **To provide adequate time for review and consideration of agenda items.**
- **To provide opportunity for all members of the public to address the Council, and;**
- **To provide the City Council with a rational approach to all decision making.**

## **CITY COUNCIL MEETING PROCEDURES**

The Mayor is the presiding officer at City Council meetings. Three members must be at the meeting to vote on an item. The Mayor and Council Members each have a single vote. Most items require a majority vote for approval.

### **ORDER OF BUSINESS**

The schedule for a Council Meeting is shown on the agenda. An agenda is a list of business items to be considered at a meeting. Each item is given an approximate time that it will be heard. Copies of the agenda are available at the entrance to the City Center at the time of meetings.

Information on upcoming agenda items is also available through the City Office at 320-629-2736 or on the City's website.

### **NON-AGENDA ITEMS**

Individuals wishing to appear at regular meetings of the City Council related to items not included on an agenda or in the application process are welcome to address the Council under the section of the agenda titled, Public Forum. Fifteen minutes are reserved for this portion of the agenda, so each speaker should limit their presentation to three (3) minutes. Each person is limited to one turn. The Mayor may use discretion whether to allow repeat statements from the same person. The Council will not take action on items presented at this time but will refer them to staff for review or request that the item be considered at an upcoming City Council meeting.

### **MEETING DATES**

Regular City Council meetings are held at 7pm on the first Thursday of each month at the Rock Creek City Center, 7000 State Hwy 70 Pine City, MN 55063. (Occasionally meeting dates are changed to avoid conflicts with holiday or other events. Consult the City Office for information on specific meeting dates.)

Informal City Council work sessions are held for discussion only, no action is taken at these meetings. The public is also welcome to attend these informal meetings.

### **VOTING**

Three members of the council must be present to transact official business. Most resolutions and motions of the Council are adopted by a majority vote of those Council Members present. Some actions

require more votes, such as an ordinance related to zoning regulations, which requires a 4/5 vote of the entire Council. The publication of an ordinance in the Pine City Pioneer, the City's official newspaper, is required before it actually takes effect.

Only members of the City Council may vote on decisions before them. The Council takes comments by citizens, staff, and Commission discussion and recommendations and the interests of the general public into account when making decisions.

### **MINUTES**

Official minutes of Council meetings are prepared by city staff and kept at the office and are reviewed and approved by the City Council (usually at the next regular meeting). Copies of *approved* minutes are available at the City office or on the website.

## **GUILDINES FOR ADDRESSING THE COUNCIL**

- 1.** Persons attending a City Council meeting may address the Council during time specified for a specific item on the agenda.
- 2.** Presentations concerning agenda items will be heard only upon approval of the Mayor.
- 3.** An individual wishing to address the Council should approach the table, wait to be acknowledged by the Mayor to speak, and clearly state his/her name before making general remarks.
- 4.** All remarks should be directed to the Mayor. The Mayor may wish to refer any questions to the proper Council member or to staff.
- 5.** Large groups are encouraged to express their views through a single spokesperson rather than individually.
- 6.** To maintain order, applause or unnecessary disturbances are discouraged.
- 7.** Members of the audience are encouraged to speak before the Council but they cannot make motions or otherwise participate in the meeting.