

# **BEMIDJI CITY COUNCIL WORK SESSION MEETING AGENDA**

Monday, April 28, 2025

**City Hall  
317 4th Street NW  
5:30 PM**



- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS**
  - a) Lead and Copper Update
  - b) Open Forum Policy Discussion
- 3. ADJOURN**

# **COUNCIL AGENDA ITEM**



**Meeting Date: April 28<sup>th</sup>, 2025 Work Session**

**Action Requested: Lead and Copper Update**

**Prepared By: Samuel C. Anderson, P.E. City Engineer/DPW**

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## **Background:**

The Environmental Protection Agency (EPA) along with the Minnesota Department of Health (MDH) are working together to provide safe drinking water to citizens. In 1986, Congress prohibited the use of pipes, fitting, and fixtures that contained greater than 8 percent lead. They also prohibited the use of a solder or flux that contained more than 0.2 percent lead. On September 1<sup>st</sup>, 2020, the EPA published the final rule: "Use of Lead-Free Pipes, Fittings, Fixtures, Solder, and Flux for Drinking Water". The EPA originally published the "Lead and Copper Rule Revisions (LCRR)" on January 15<sup>th</sup>, 2021, but it didn't go into effect until December 16<sup>th</sup>, 2021.

MDH had a deadline of August 15<sup>th</sup>, 2024 for cities to submit their initial lead & copper inventories for review in order to have enough time to review the data and meet the EPA deadline of October 16<sup>th</sup>, 2024. City staff, in coordination with Karvakko Engineering, developed our inventory and submitted on schedule. The service lines were compiled to four different categories as part of the original inventory submittal:

- **Galvanized Requiring Replacement:** A galvanized material service line is a product more common in a timeframe that lead soldered joints was used and the pipe itself may also absorb lead, if exposed, at an upstream source.
- **Lead:** The City of Bemidji has no known lead service lines.
- **Non-lead:** The service line is determined through an evidence-based record, method, or technique not to be lead or galvanized requiring replacement.
- **Unknown:** Any service line that cannot be categorized as lead, galvanized requiring replacement, or non-lead must be categorized as unknown.

On October 24<sup>th</sup>, 2024, MDH notified the City that the inventory submittal was approved, and we had 30 days to provide notice to those property owners having a service line identified other than non-lead in our inventory. A copy of the information sent out to those property owners that had a galvanized needing replacement service line is attached to this report.

Below is a summary of the totals, by category, as part of the original approved inventory in October 2024 and then as of the date of this report:

|                                  | October 16th, 2024 | April 28th, 2025 |
|----------------------------------|--------------------|------------------|
| Lead                             | 0                  | 0                |
| Galvanized Requiring Replacement | 117                | 127              |
| Unknown                          | 327                | 256              |
| Non-Lead                         | 4228               | 4289             |
| Total                            | 4672               | 4672             |

Attached to this report is a map displaying the general location of the remaining galvanized and unknown water service lines. These numbers are continuously changing as we further investigate the remaining unknowns. MDH anticipates additional funding being made available to allow field exploration of unknowns that can't be ruled out based on research, as-built records, or field observations completed within the home.

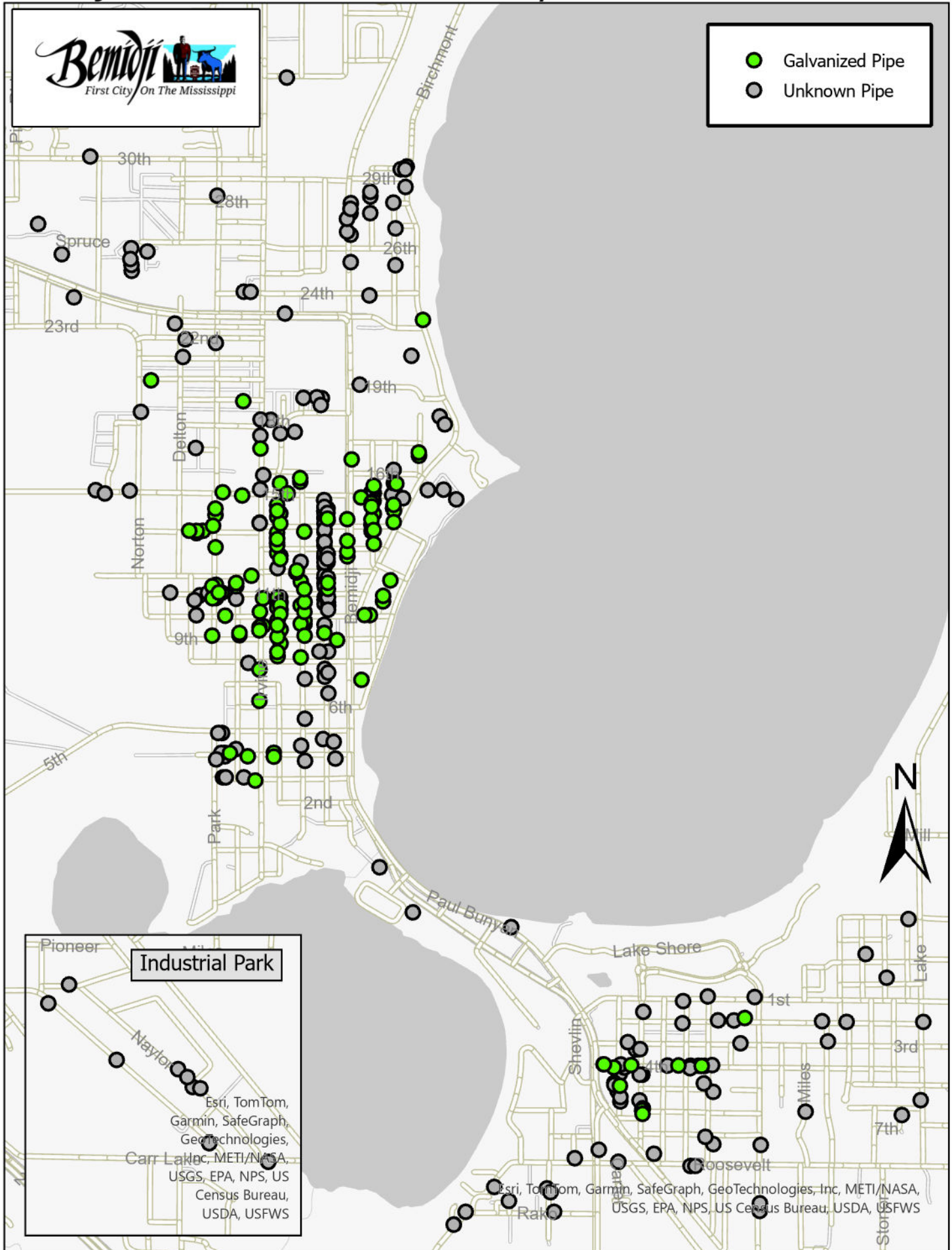
#### Grant Funding:

The State of Minnesota has a goal to replace all lead and galvanized service lines by 2033. MDH is providing funding to Public Water Systems (PWS) to replace lead and galvanized service lines connected to their distribution system through the Drinking Water Revolving Fund (DWRF). The DWRF program utilizes funding from the 2023 Minnesota Legislature and from the Federal Infrastructure Investment and Jobs Act. These are Federal funds that will be passed through the State.

The program requires you to first register to get on the Project Priority List (PPL). The deadline to get on the PPL for 2026 funding is May 2<sup>nd</sup>, 2025 and then again staff will apply by June 6<sup>th</sup>, 2025 to get on the Intended Use Plan (IUP) which are the necessary steps to be eligible for grant funding as soon as the 2026 construction season, if approved. If the project receives funding, city staff intend to create a bid package to replace all the currently identified galvanized needing replacement lines. The funding is a reimbursement style grant and city staff anticipate we'll be able to request between \$2M-2.5M dollars to assist with replacement of inferior water service lines.

A few other items of note:

- If prior to the grant funding being secured, a galvanized line begins to leak and needs to be replaced. The City can develop a list of pre-approved plumbers, with the assistance of MDH, to allow the service line to be replaced, reimbursed by the City, and eventual eligible for reimbursement by the grant dollars when available.
- If a homeowner elects to have their galvanized line replaced prior to the grant funding being available and it isn't currently leaking, then those costs won't be grant eligible.
- The current water service inventory will change from the time the grant application is submitted until the time we receive funding and pursue a project. Staff are accommodating some contingency in our estimates to handle water service lines that may be added to the required replacement list.



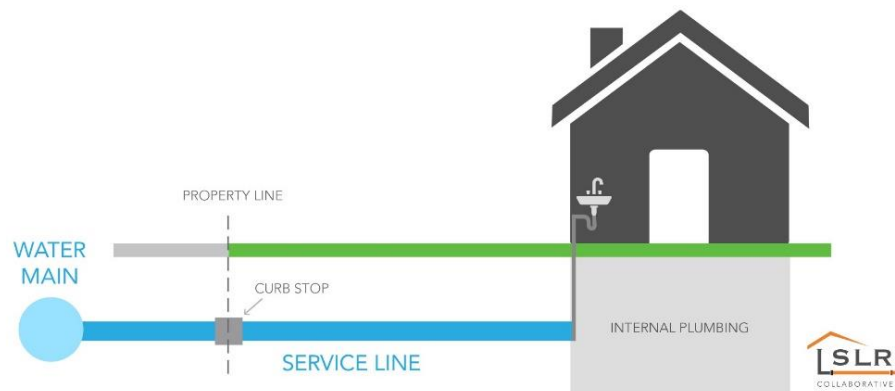
# Sample Resident Letter

## Notice to Individuals Served by a Galvanized Service Line

The City of Bemidji is focused on protecting the health of every household in our community. This notice contains important information about your drinking water. Please share this information with anyone who drinks and/or cooks using water at this property. In addition to people directly served at this property, this can include people in apartments, nursing homes, schools, businesses, as well as parents served by childcare at this property.

The City of Bemidji has determined that, as of 10/16/2024, a portion or the entire water pipe (called a service line) that connects your home, building or other structure to the water main is made from **galvanized material** and may have absorbed lead. EPA has defined these service lines as “galvanized requiring replacement”. If you have information that could help us better describe your service line, contact Jenna Roberts, Assistant City Engineer, at 218-333-1856 and/or [jenna.roberts@ci.bemidji.mn.us](mailto:jenna.roberts@ci.bemidji.mn.us) and we will update your information as needed or schedule an inspection.

Galvanized service lines that have absorbed lead can contribute to lead in drinking water. People living in homes with a galvanized service line that has absorbed lead may have an increased risk of exposure to lead from their drinking water.



Individuals can find information on service line material information on addresses located in Minnesota at: [Minnesota Service Line Material Tool \(umn.edu\)](https://maps.umn.edu/LSL/) (<https://maps.umn.edu/LSL/>)

### Health effects of lead

*Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or worsen existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these negative health effects. Adults can have increased risks of heart disease, high blood pressure, and kidney, or nervous system problems.*

## Steps you can take to reduce lead in drinking water.

Below are recommended actions that you may take, separately or in combination, if you are concerned about lead in your drinking water. The list also includes links where you may find more information and is not intended to be a complete list or to imply that all actions equally reduce lead in drinking water.

**Use a filter.** Using a filter can reduce lead in drinking water. If you use a filter, it should be certified to remove lead. Read any directions provided with the filter to learn how to properly install, maintain, and use your cartridge and when to replace it. Using the cartridge after it has expired can make it less effective at removing lead. Do not run hot water through the filter. For more information on facts and advice on home water filtration systems, EPA has developed a <https://www.epa.gov/water-research/consumer-tool-identifying-point-use-and-pitcher-filters-certified-reduce-lead>.

**Clean your aerator.** Regularly clean your faucet's screen (also known as an aerator). Sediment, debris, and lead particles can collect in your aerator. If lead particles are caught in the aerator, lead can get into your water.

**Use cold water.** Do not use hot water from the tap for drinking, cooking, or making baby formula as lead dissolves more easily into hot water. Boiling water does not remove lead from water.

**Run your water.** The more time water has been sitting in pipes providing water to your home, the more lead it may contain. Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes. The amount of time to run the water will depend on whether your home has a lead service line or not, as well as the length and diameter of the service line and the amount of plumbing in your home.

**Learn about construction in your neighborhood.** Contact our City Engineering staff at 218-333-1856 and/or [jenna.roberts@ci.bemidji.mn.us](mailto:jenna.roberts@ci.bemidji.mn.us) to find out about any construction or maintenance work that could disturb your service line. Construction may cause more lead to be released from a lead service line or galvanized service line if present.

**Have your water tested.** Contact Todd Anderson, Water Superintendent, at 218-333-1854 and/or [todd.anderson@ci.bemidji.mn.us](mailto:todd.anderson@ci.bemidji.mn.us) to have your water tested and to learn more about the lead levels in your drinking water. Alternatively, you can contact a Minnesota Department of Health accredited laboratory (<https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>) to purchase a sample container and instructions on how to submit a sample. Note, a water sample may not adequately capture or represent all sources of lead that may be present. For information on sources of lead that include service lines and interior plumbing, please visit <https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water#getinto>

## Understand Blood Lead Testing

In Minnesota, elevated blood lead levels are most associated with lead exposure from lead paint and dust. Water is rarely the cause of elevated blood lead levels. If you have concerns about childhood lead exposure, check with your family doctor, pediatrician, or health care provider to determine if a blood test for lead is recommended. State, city, or county departments of health can also provide information about health effects of lead and how you can have your child's blood tested for lead. The Centers for Disease Control and Prevention (CDC) recommends that public health actions be initiated when the level of lead in a child's blood is 3.5 micrograms per deciliter (µg/dL) or more. For more information and links to CDC's website, please visit <https://www.epa.gov/ground-water-and-drinking-water/basic->

[information-about-lead-drinking-water](#). MDH also has [Lead Information for Families\(https://www.health.state.mn.us/communities/environment/lead/families.html\)](#).

### Replacing galvanized requiring replacement service lines

As a result of recent state and federal funding opportunities, the replacement of the portion of the galvanized service line owned by the property owner may be completed at no cost to the owner. All funding will pass through the City of Bemidji and certain state and federal construction requirement must be met to be eligible for these funds so if you are interested in having your galvanized service line replaced, please contact Sam Anderson, City Engineer/Director of Public Works, at 218-333-1851 and/or [sam.anderson@ci.bemidji.mn.us](mailto:sam.anderson@ci.bemidji.mn.us).

If the property owner replaces their portion of the service line without coordinating with the City of Bemidji, the property owner will be responsible for all costs related to the replacement of the privately owned portion of the service line.

**For additional information on the Lead Service Line Replacement Program, please visit:**

[Lead Service Line Replacement Program Facts - MN Dept. of Health \(state.mn.us\)](#)  
(<https://www.health.state.mn.us/communities/environment/water/lslrprogram.html>)

**For more information about lead in drinking water visit the Minnesota Department of Health webpage at:**

<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>

# CITY COUNCIL AGENDA ITEM



**Meeting Date:** April 28, 2025  
**Action Requested:** Open Forum Policy Discussion  
**Prepared By:** Rich Spiczka, City Manager

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## **Background:**

Staff is looking for council discussion on how the City handles Open Forum at our meetings. Staff have been fielding quite a few questions on what is allowable and what city policy is for Open Forum. With the increase in public inquiry in today's society along with those questions about what is allowable has staff hoping we can find a way to make it as productive as possible.

Attached are several example policies or guidelines from cities in Minnesota. Some of the information in the examples may not apply to this discussion but each example does have information about how their city handles open forum. Some cities require a request form, examples of which are also attached.

## **Recommendation:**

No council action requested other than discussion on a potential framework to work into a policy.

## DISCUSSION OUTLINE

### 1- The Law

- a. Do we have to?
- b. Do we want to?
- c. How could we do it?

### 2- If we keep it in the meeting-

- a. Where in the meeting?
- b. Limit time for open forum?
- c. Do we want them to sign up ahead of time?
  - i. Form- what does it include?
  - ii. Can they use our equipment (project materials)
  - iii. If so, what is the deadline to provide materials?
- d. Other rules/guidelines
  - i. How long do they get?
  - ii. Do we want it to be one way or two-way communication?
  - iii. Do we limit the number who can sign up?

# Pages from City of North Branch

## **IX. PUBLIC COMMENT AT COUNCIL MEETINGS AND AT PUBLIC HEARINGS**

- A. **Public participation and comment at council meetings.** 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. While the city council is welcoming of public comment at public meetings, members of the public are not allowed to participate in Council discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of council.
- B. **Members of the public shall follow the direction of the presiding officer.** 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. After warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room. If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the person.
- C. **Public comment period.** A limited forum for individuals to speak with the Council is provided on the agenda for the Council regular meeting. Public comments during the public comment period are subject to these limitations:
1. Speakers must be recognized by the presiding officer before speaking and are limited to five minutes for comment.
  2. When multiple speakers appear to speak on the same topic (and they appear to be part of an organized group), comments should not continue to be repetitive. The presiding officer may request speakers to appoint a spokesperson.
  3. The presiding officer may place a time limit on the public comment period if necessary to allow for the conduct of City business. If there is not sufficient time at the meeting to hear all public comments, the comment period may be deferred to the next regular Council meeting or at a continued meeting.
  4. Speakers must 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

will be available at the start of the City Council meeting.

5. When speakers approach the podium, they are only required to state their full name, and confirm whether or not they are a citizen of the city of North Branch. For safety reasons, they are not required to verbalize their home address. Although speakers are required to take direction from the presiding officer, they will be allowed to direct their public comment at any of the city council members.
6. Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.
7. Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, 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. In emergency situations, or when conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the speaker.
8. Council will generally not respond at the same meeting where an issue is initially raised by a member of the public, but Council Members are encouraged to acknowledge the speaker, thank them for their comments, and let them know any matter they present may be referred to city staff for further research and possible report or action at a future Council meeting. The goal of the council is to ensure citizens feel their voices are being heard, but also to make sure their matters are being addressed by the appropriate subject matter experts.
9. No public comment is allowed on any agenda item that is scheduled to be an action item at the same meeting. In other words, if the city council (or any commission) will be voting on an action item, public comment will not be allowed on that specific topic, unless the Presiding Officer makes an exception.

D. A summary of these rules for public comment may be provided in the Council meeting room.

**X. PUBLIC HEARINGS.** Public hearings are sometimes required by law to allow the public to offer input on City Council decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be commenced at the time advertised in any notice required by law.

A. **General procedure for public hearings.** The order of business for all public hearings conducted by Council shall be:

1. Opening comments by presiding officer announcing the purpose of the public hearing.
2. Presiding officer opens the public hearing portion of the meeting.
3. Staff presentation (including city administrator, attorney, engineering reports if

**Citizen Participation**

The Northfield City Council invites the public to express their views and comments on issues with the City Council through the following ways:

- Open Public Comment during regular City Council meetings
- Public Comment times at City Council meetings
- eComment through the City's website on agenda items
- Meetings of various Boards or Commissions
- Phone calls, e-mails, letters and/or visits with the Mayor or City Council Members or City Staff.
- Public comment via electronic video/audio as provided for during hybrid City Council Meetings with interactive technology with prior registration. For this option, members of the public wishing to offer comments during a City Council meeting would be required to preregister by contacting the City Clerk's office by noon the day of the meeting. The individual would be required to provide their name, phone number and/or email. Name is also required for anyone who currently requests to speak in advance of the meeting or fills out a card prior to or during the meeting. Phone number and/or email would be requested as a way to contact the individual prior to the meeting to provide the virtual link and in case of technical difficulties during the meeting.
- Public comment via electronic video/audio as provided during a health pandemic or other public emergency in accordance with Minnesota Statutes 13D.021 with prior registration. For this option, members of the public wishing to offer comments during a City Council meeting would be required to preregister by contacting the City Clerk's office by noon the day of the meeting. The individual would be required to provide their name, phone number and/or email. Name is also required for anyone who currently

**CITY OF LINO LAKES  
CITY COUNCIL  
RULES OF DECORUM**

**Revised: January 13, 2025**

**Members of Council.** While the meeting is in session, the members must preserve order and decorum. A member of the Council or member of the public shall neither, by conversation or otherwise, delay or interrupt proceedings or the peace of the meeting nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

**Recognition.** No person or member shall address the other members without being recognized by the presiding officer.

**Staff.** Members of the City staff shall observe the same rules of order and decorum as are applicable to the City Council.

**Addressing the Council.** At the start of each City Council meeting, in accordance with the City of Lino Lakes Charter, the City Council shall accept comments from the public on any matter, whether on the agenda or not. Comments will not be accepted during specific agenda items unless a Public Hearing has been noticed.

- 1) Members of the public who wish to address the Council shall sign-in prior to the start of each Council meeting. Sign-in information shall include: Name, address, email/telephone, and topic of discussion.
- 2) The City Clerk shall retrieve the sign-in sheet at the beginning of the meeting and shall provide the sign-in sheet to the presiding officer who will recognize each member of the public who wishes to speak.
- 3) When recognized by the presiding officer, each member of the public addressing the Council shall step up to a microphone provided for the use of the public after being recognized by the presiding officer and give his/her name and address in an audible tone of voice for the records, state the subject to be discussed and state who the speaker is representing if representing an organization or other persons.
- 4) Unless further time is granted by a majority vote of the Council, remarks from the public shall be limited to three (3) minutes. All remarks shall be addressed to the Council as a whole and not to any member thereof.
- 5) No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer.
- 6) No question may be asked of a Councilmember or a member of the staff without the permission of the presiding officer.
- 7) Speakers shall offer comments that are courteous and respectful. Comments that are abusive, harassing, that constitute an attack on others, including City staff, or that violate privacy rights, will not be permitted. Violation of these public comment rules will result in the speaker being ruled out of order and the termination of the comment.

- 8) In order to expedite matters and to avoid repetitive presentations, whenever any group of persons wishes to address the Council on the same subject, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Council.
- 9) Violation of these public comment rules will result in the speaker being ruled out of order and the termination of the comment.

After Motion. After a motion has been made or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration.

Conduct. Any member of the Council, staff, or person indulging in personalities or making impertinent, slanderous or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of any meeting, hearing or other proceeding, shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer, be ordered barred from further audience before the Council during that meeting.

Members of the Audience. No person in the audience shall engage in disorderly or disruptive conduct such as audible commentary during a meeting, hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting.

City Council Work Sessions. The City Council Work Sessions are used by the Council and staff to discuss upcoming issues and matters requiring action by the Council and action items will be moved forward to future City Council Regular Meeting Agendas for consideration. Work sessions are for discussion by the Council and staff and, at times, for presentations by various community groups, applicants, or principal participants related to specific agenda items as determined by the majority of the Council. There is no public comment at work sessions.

## **ENFORCEMENT OF DECORUM**

Warning. All persons shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, said officer may order this person removed from the meeting. If this person does not leave willingly, the presiding officer may call a recess and order that the person be removed by the Sergeant-at-Arms.

Sergeant-at-Arms. The Lino Lakes Director of Public Safety, or such member or members of the Police Department, shall be Sergeant-at-Arms of the Council meetings or as asked to be present at board or committee meetings. The Chief or other Police Department representative shall carry out all lawful orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council.

Resisting Removal. Any person who resists removal by the Sergeant-at-Arms may be charged with Disorderly Conduct.

Motions to Enforce. Any Council member may move to require the presiding officer to enforce these rules and the affirmative vote of a majority of the Council shall require the presiding officer to do so.

Adjournment. In the event that any meeting is willfully disturbed by a group or group of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of individuals who are creating the disturbance, the meeting may be adjourned with the remaining business considered at the next regular meeting.

Special Meetings. If the matter being addressed prior to adjournment is of such a nature as to demand immediate attention, the presiding officer may adjourn the meeting to another date.

Use of Cameras and Recording Devices Limited. Cameras, cell phone cameras, electronic sound recording devices and any other mechanical, electrical or electronic recording devices may be used in the Council Chamber, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the Council and at the discretion of the presiding officer.

## **City of Winona Open Public Comment Session Policy**

The Winona City Council welcomes suggestions and comments on the operations of the City of Winona (the “City”), and welcomes comments and questions about City responsibilities, policies and decisions. Comments may be offered during the City Council designated Open Public Comment Session in accordance with the procedures and rules provided in this policy.

Establishing this policy to govern the conduct of all persons attending and/or participating in Open Public Comment Sessions is in the public interest and helps to ensure orderly and respectful meetings as well as the safety of attendees and speakers. To ensure that the Open Public Comment Session is conducted in a professional and courteous manner, all persons in attendance or who participate in an Open Public Comment Session shall conduct themselves in a manner that complies with the procedures and rules contained in this policy.

## Procedures for Open Public Comment Sessions

1. An Open Public Comment Session will be held 20 minutes prior to the beginning of each regular City Council meeting, and will be held in the City Council Chambers, located on the 3<sup>rd</sup> floor of City Hall. Regular meetings are generally held on the first and third Mondays of the month at 6:30 pm (except for rescheduled meetings due to holidays), so the Public Comment Session will begin at 6:10 pm on regular City Council meeting days.
2. The Open Public Comment Session is open to the public, but will not be broadcast on the government access cable channel, nor will it be web-streamed live. Roll call of the City Council will be taken to establish a quorum, and minutes will be taken.
3. An Open Public Comment Session shall be a special meeting of the City Council and will be called to order and adjourned in the same manner as a regular City Council meeting.
4. The public comment period held during an Open Public Comment Session will be limited in time to no more than 15 minutes.
5. Each speaker is limited to offer comments up to a total of two (2) minutes, and each speaker may speak only one time per Open Public Comment Session.
6. Virtual participation will be allowed through a call-in number for members of the public to participate virtually. The City Council agenda will include the call-in number as well as a copy of this policy.
7. During an Open Public Comment Session, members of the public may provide comments for the City Council's consideration. Public comments must follow these criteria:
  - a. The topic must relate to specific matters of City related business and/or which relate to subject matter under the jurisdiction of the City.
  - b. Speakers may not speak on items that will otherwise be addressed at a public hearing scheduled for the regular City Council meeting immediately following an Open Public Comment Session.
  - c. Speakers may not speak on matters that have already had a public hearing at a previous City Council meeting within the prior 12 months.
  - d. Speakers should not repeat a comment, question, or concern if they have previously addressed the City Council on the same matter within the prior two months.

8. Members of the public wishing to speak may sign-up through a form on the City website or call to the City Clerk's office. The sign-up time will begin at 9:00 a.m. on the Friday morning prior to the Council meeting, and will close at 3:00 p.m. on the day of the meeting. Those wishing to speak must provide their name and the topic of their comment, and whether they will be appearing in-person or participating remotely. If they will be a remote participant, they must provide either the phone number or user name for their device.
9. Commenters will be called on to speak in the order that they appear on the sign-up list. When your name is called, please step to the podium and speak into the microphone, or speak into the microphone on your remote device if you are participating virtually.
10. If unable to sign-up before the meeting, an opportunity to speak after the speakers on the sign-up list are exhausted may be given if time permits. The Mayor or presiding officer will alternate between those in person and those participating remotely.
11. Speakers must state their name and address before speaking.
12. Speakers must address their comments to the Mayor or presiding officer and not to other City Council members, staff, or others in attendance.
13. All City Council members shall be referred to by their proper title and surname.
14. Speakers may not reserve or yield time to other speakers during the Open Public Comment Session.
15. Matters discussed at the Open Public Comment Session may be referred to City Administration for follow-up.
16. Matters involving City personnel or insurance claims will be referred to the City Manager's office.
17. The City Council will not consider motions or take any other action during an Open Public Comment Session and will only ask questions if necessary to clarify a question or comment. The Open Public Comment Session is intended only as a listening session by the City Council to receive public comments on matters related to City business.

## **Rules of Decorum for Participation in Open Public Comment Sessions**

Persons who attend and/or participate in Open Public Comment Sessions must not engage in conduct that interferes with or impedes the orderly conduct of the meeting or the ability of other attendees to observe and participate as appropriate. To that end, persons who attend and/or speak at Open Public Comment Sessions are subject to the following rules of decorum:

1. Open Public Comment Sessions shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion free of insults, slander, personal attacks or threats.
2. No person shall engage in conduct that delays or interrupts the proceedings.
3. Audible demonstrations of approval or disapproval should be avoided, including conduct that may be intimidating or threatening to others.
4. Holding, displaying, or placing banners, signs, objects, or other materials in any way that endangers others, prevents the free flow of individuals within the chamber, or obstructs or prevents the viewing of the meeting by others is not allowed.
5. Intimidating behaviors, threats of hostility, or actual violence are strictly prohibited.
6. Personal accusations, attacks and/or threats are not allowed.
7. No person shall use profane or obscene words or use language that threatens harm or violence toward another person.
8. Public comments should not be redundant, repetitive, or argumentative.
9. Commenters should avoid irrelevant comments that are not under the jurisdiction of the City and do not relate to matters of City business.
10. Use of the Open Public Comment Session for politics or campaigning is not allowed.
11. No person shall engage in disorderly conduct that interferes with or impedes the effective orderly conduct of any meeting by failing to comply with these rules of decorum or otherwise disrupting or impeding the meeting, where the interference is solely caused by the conduct of the person and not the content of the person's expression, including, but not limited to, the utterance of loud, threatening or abusive language, whistling, clapping, stomping of the feet, repeatedly waving of arms, or other disruptive acts.

**Procedures for Non-complaint Speakers/Attendees:**

When a person, attendee or participant violates the above rules of procedure and decorum, the Mayor or presiding officer is authorized to take any one or more of the following actions:

1. Interrupt the person speaking and re-direct the speaker to be in compliance with this policy.
2. Not recognize a violating or breaching person's, attendee's or participant's request to speak, or limiting their role in comment, as applicable, until decorum is observed.
3. Declare the person's, attendee's or participant's actions out of order.
4. Temporarily recess the meeting until order is restored or seek a motion to adjourn the Open Public Comment Session.
5. Issue the person, attendee or participant a verbal warning and/or directive or order that the person, attendee or participant is out of order and shall follow these rules of procedure and decorum, be silent unless recognized to speak, and/or immediately cease such conduct.
6. If after issuance of a verbal warning, directive or order as provided above, the person, attendee or participant continues to engage in prohibited conduct or otherwise fails to comply with the Mayor's or presiding officer's warning, directive or order, the Mayor or presiding officer may further direct or order the person, attendee or participant to immediately leave the meeting.
7. If the person, attendee or participant so ordered, as provided above in paragraph 6 of this section, does not immediately abide by the Mayor's or presiding officer's order or directive by leaving the meeting, and/or the person, attendee or participant continues such prohibited conduct, the Mayor or presiding officer may direct any law enforcement officer to remove the person from the meeting
8. If for any reason the Mayor or presiding officer fails to take such action(s) as provided in this section, a majority vote of the City Council may be substituted for action by the Mayor or presiding officer to maintain order and decorum over the Open Public Comment Session.

**These rules shall be posted in the City Council Chambers, be available to the public at every Open Public Comment Session, and be posted on the City's website.**

**Standard Operating Policy  
City of Oakdale**

**Policy Number:** MIS-014  
**Pages:** 2  
**Subject:** Public Comments and Rules of Conduct  
**Approved:** 2018

**1.0 Generally**

- 1.1 The Oakdale City Council wishes to give everyone an opportunity to be heard on matters not currently before the Council. As such, the Council has set aside a period for public comment near the beginning of each Council meeting, called "Open Forum".
- 1.2 "Open Forum" provides an opportunity to be heard and is not normally an opportunity to debate an issue.

**2.0 Rules of Conduct**

- 2.1 During the "Open Forum" portion of the Council meeting, all persons wishing to address the Council shall approach the podium when recognized by the Mayor and clearly state their name, address, and subject being addressed.
- 2.2 Generally, a time period of no more than 20 minutes is reserved for public comment, with each speaker receiving a three-minute time limit. Each speaker should observe this timeframe and plan their remarks accordingly.
- 2.3 Each speaker will be permitted to address the Council once during the meeting, unless all other persons desiring to speak have had the opportunity to do so and the Mayor determines that sufficient time remains to permit speakers a second opportunity to address the Council.
- 2.4 Speakers shall address all statements and questions to the Mayor. The Mayor, in turn, will refer any questions or research requests to staff.
- 2.5 Speakers should strive to provide only factual information and refrain from repeating comments made by other speakers.
- 2.6 After everyone in the audience wishing to speak has given their comments, or at the end of the allotted time for public comments, the Mayor shall close the "Open Forum" portion of the meeting. At this time, discussion shall be limited to the Council and staff unless the Mayor requests the speaker to assist the Council.
- 2.7 The Council does not take action on items brought up under "Open Forum" so they may allow time to thoroughly research the respective matter(s) and provide a measured and fair response. Matters raised may be referred to staff and a response, if necessary, will be provided to the speaker. If a matter will need to be brought back to the Council at a future meeting, staff will notify the speaker at such time that a meeting date has been determined.
- 2.8 Should a member or members of the audience be identified as disorderly, the Mayor has the right to declare the meeting temporarily recessed and call for the removal of said person(s) from the premises.

- 2.9 Persons not recognized by the Mayor should refrain from commenting, interrupting a speaker at the podium, conducting conversations with other members of the audience, or creating any other type of disruption that might distract a member of the Council, city staffer, or a speaker at the podium.
- 3.0 The same rules of conduct noted in this policy shall also apply to members of the audience wishing to address the Council during any scheduled public hearing.

## **City of Bird Island Policy**

### **Participation in, and preserving order at City Council Meetings**

#### **I. Purpose**

- A. The City Council recognizes the value of participation by the public in deliberations and decisions on City matters. At the same time, the Council recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process.

#### **II. Audience Participation**

- A. Audience members are not normally able to take an active part in the Council's discussion at a meeting. Only the Council can make motions and vote at a Council meeting. Audience members, Council persons and City employees may not speak unless they have been recognized by the chair. The chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. A speaker's comments will be limited to discussion of the agenda item which is on the table. Individuals who interfere with or interrupt speakers, the Council, or the proceedings may be directed to leave.
- B. If a citizen wishes to speak on a specific topic, he/she must contact the City Administrator's office by 5:00 PM the Thursday before a scheduled Council meeting to be placed on the agenda. There will, however, be a 15-minute "open forum" at the beginning of each Council meeting where members of the public may speak briefly on topics (not on the agenda) that concern them. Comments will be limited to three minutes per citizen. The Council may or may not take action on the items discussed in the forum, depending on the complexity of the issue.

#### **III. Preserving Order**

- A. A statutory City Council is authorized to preserve order at its meetings. Further, the mayor, as the presiding officer, is also vested with some authority to prevent disturbances.
- B. While Council meetings must be open to the public, no one who is noisy or unruly has a right to remain in the Council chambers. The mayor or presiding officer, subject to overrule by the Council, shall order removal from the room. In the event the mayor or presiding officer fails to act, the Council should order the removal. If need be, the police may be called to execute the orders of the presiding officer or the Council.

C. Personal attacks by anyone addressing the Council are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the Council.

D. A person who disturbs a lawfully held public meeting is guilty of disorderly conduct. Any conduct which disturbs or interrupts orderly progress of Council proceedings is a disturbance that may be prevented without infringing on constitutional right.

This policy is adopted by the City Council of Bird Island this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

Deb Lingl, City Administrator



# Rules of Decorum for City Council & City Committee Meetings



## Purpose

1. To ensure that meetings of the City are conducted in a way that allows the business of the City to be effectively conducted.
2. To ensure that members of the public who attend meetings of the City can be heard in a fair, impartial and respectful manner.
3. To ensure that meetings of the City are conducted in a way that is open to all viewpoints, yet free from abusive, distracting or intimidating behavior.
4. To ensure that the rules governing decorum at meetings of the City are understood by persons attending and participating in the meetings.

## Rules for Members of the Public

1. Remove your cap and silent all cell phones.
2. Members of the public shall not engage in any of the following in the Council Chambers during a City meeting:
  - a. Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
  - b. Defamation, intimidation, personal affronts, profanity, or threats of violence.
  - c. Audible use of phones, pagers, radios, computers or other electronic equipment.
  - d. Booing, hissing, foot stomping, parading, singing or other similar behavior that impedes or disrupts the orderly conduct of the meeting.

## Rules for Speakers

1. Members of the public may address the Council/Committee at the following times during a meeting:
  - a. During the Open Forum Period on the agenda for the meeting.
  - b. During a public hearing on an agenda item.
  - c. At other times with the permission of the presiding officer.
2. Speakers must use the microphone.
3. Speakers must state their name and address.
4. Speakers must address all comments and questions to the presiding officer.
5. Speakers must limit their comments to three minutes.
6. Inquiries from speakers about matters not listed on the agenda will either be directed to the Staff or placed on a future agenda for consideration.

## Rules for Council/Committee Members

1. Members shall observe the same rules as the members of the public are expected to follow.
2. Members shall assist in preserving order and decorum.
3. Members shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer.
4. Members shall confine discussion to the question under debate.
5. Members shall not berate nor admonish staff members.

## Enforcement of Rules

1. The Rules of Decorum will be enforced in the following manner:
  - a. The presiding officer will request that a person who is violating a rule cease the violation.
  - b. If the violation continues, the presiding officer will warn the person that he or she will be required to leave the meeting room if the violation continues.
  - c. If the violation continues, the presiding officer will order the person to leave the meeting room.
  - d. If the person does not leave the meeting room, the presiding officer may order any peace officer at the meeting to remove the person from the meeting room.
2. All other municipal or state laws and enforcements will apply.

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Nothing in these Rules of Decorum shall prohibit or discourage orderly criticism of any City decision or policy within the limits of State or Federal law or these rules.



## **Meeting Decorum Policy for All Public Meetings**

### **City of Moorhead**

*Approved at 08/22/16 City Council*

The purpose of the Meeting Decorum rules is to ensure respectful public discourse for all parties in a safe environment. The City of Moorhead encourages the public to participate in all public meetings in an appropriate manner.

The following actions are not acceptable in a public meeting setting:

- Each member of the Public Body shall cooperate with the Mayor and or Chair in preserving order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings of the Public Body, nor disturb any member while speaking, or fail to abide by the orders of the Chair, except as specifically permitted by these Rules of Meeting Decorum.
- It is not acceptable for person or persons to make offensive, insulting, threatening, insolent, slanderous or obscene remarks.
- It is not acceptable for person or persons to address the Public Body in a boisterous manner or to make threats of any kind against any person or against public order and security.
- It is not acceptable for person or persons to display signs or placards, applaud participants in debate or engage in conversation or other behavior which may disrupt the proceedings of public meeting.
- It is not acceptable for the general public to use a cellular telephone in either the public meeting space while meetings are in progress, and cellular telephones shall not be permitted in the public meeting space during meetings unless turned off.
- It is not acceptable for person or persons, to address the Public Body, except during public hearings, during the citizens to be heard section of meeting agenda's and/or by invitation of the Mayor, Chair, Mayor Pro-Tem, Vice Chair, or Members. All members of the public addressing the Public Body shall fill out request to speak forms as provided by the City.

**Enforcement of decorum:** The enforcement of the meeting decorum is the responsibility of the Mayor and or Chairperson and all members of the public body. If an issue arises, the following steps shall be undertaken to address the offending behavior.

- The Mayor, Chairperson and or Member shall first ask the offending person or persons to stop the unacceptable behavior through the issuance of a verbal warning.
- The Mayor, Chairperson and or Member shall ask that the meeting be recessed to address the offending person or persons in the following manner.
  - The Chief of Police or his or her designee shall be ex officio Sergeant at Arms of the Board. He/she shall carry out all orders and instructions given him/her by the presiding officer for the purpose of maintaining order and decorum in the Board Room. Upon instructions of the presiding officer, it shall be the duty of any police officer to eject any such person from the Board Room or place him/her under arrest, or both.
- The Mayor, Chairperson and or Member may restrict public access to the offending person or persons at this or other meetings before the Public Body, unless permission to gain access is granted by the majority vote of the official members present. The offending person or persons may address the Public Body in writing if necessary to conduct public business.



*A Hidden Gem Waiting To Be Discovered*

**Rules of Decorum for meetings of the City Council, Planning Commission,  
Parks and Trails Commission, and Charter Commission**

The City of Corcoran wishes to give everyone an opportunity to be heard on matters before the City while protecting its ability to carry out the business of the City. In order to provide ample comment opportunity, attendees may speak at Open Forum, or prior to an agenda item section during the Public Comment Opportunity provided the following rules are followed:

General Rules

Persons not recognized by the Mayor or Chairperson should refrain from commenting, interrupting a speaker at the podium, conducting conversations with other members of the audience, or creating any other type of disruption causing distraction to a member of the Council, Commissioner, city employees, or a speaker at the podium.

All persons wishing to address the Council or Commission shall approach the podium in-person when recognized by the Mayor or Chairperson and clearly state their name, address, and subject being addressed directing comments to the Council or Commission. Proper decorum is expected at all times and speakers are asked to treat everyone with respect and afford courtesy to the Council or Commission, City Staff and to all other members of the public attending, by refraining at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

Should a member or members of the audience be identified as disorderly which disturbs the Council or Commission's ability to conduct business, the Mayor or Chairperson has the right to declare the meeting temporarily recessed and call for the removal of said person(s) from the premises. The City Council or Commission may by vote to reinstate an individual who has been removed.

Council and Commission members must accord courtesy to each other, City Staff and to all other members of the public attending, by refraining at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

The same rules of conduct noted in this policy shall also apply to anyone speaking during any portions of the public meetings.

Open Forum

"Open Forum" provides an opportunity to be heard and is not an opportunity to debate an issue. The Council or Commission does not typically act on items brought up under "Open Forum" so they may allow time to thoroughly research the respective matter(s) and provide a measured and fair response. Matters raised may be referred to staff and a response, if necessary, will be provided to the speaker. If a matter will need to be brought back to the Council or Commission at a future meeting, staff will notify the speaker at such time that a meeting date has been determined.

Generally, a time period of no more than 20 minutes is reserved for public comment, with each speaker receiving a 5-minute time limit. Each speaker should observe this time frame and plan their remarks accordingly. Upon request, the Mayor may extend the time of any speaker subject to the consent of the Council or Commission.

Speakers shall address all statements and questions to the Mayor or Chairperson who may, in turn, refer any questions or research requests to staff. Speakers should strive to provide only factual information and refrain from repeating comments made by other speakers.

Agenda Items

Citizens may request permission to speak on agenda items by completing a public comment card found on a cart or table at the entrance of the Council Chambers and handing it to City staff, the Mayor, or Council. Citizens are invited to offer comments up to 5 minutes in length, not including time for answering questions by the Council or Commission. Upon request, the Mayor may extend the time of any speaker subject to the consent of the Council or Commission.

If numerous requests to speak on an agenda item are received, the Mayor or Chairperson will inform the Council or Commission of the number of requests. The Mayor or Chairperson, or any member of the Council or Commission may propose a total length of time for public comment on the item, which must be approved by the majority of Council or Commission members to be effective. The Mayor or Chairperson will use the gavel to indicate when the time for public comment is in order.

The Council and Commissions expect applicants and petitioners, or their representatives make presentations to the Council or Commission within 15 minutes, not including time for answering questions. Upon request, the Mayor or Chairperson may extend the time subject to the consent of the Council or Commission. Submission of written material in advance is strongly encouraged and expected. The Council and Commissions request previously submitted written material not be read in its entirety.

Public Hearings

Public hearings will be conducted as required by state laws and regulations, the City Charter, the City Code, and these procedures where they are not in conflict with them. Public hearings on development issues are held by the Planning Commission. The City Council does not conduct another public hearing but can choose to allow public comment, especially if new information is available.



# REQUEST TO SPEAK FORM

Meeting Date: \_\_\_\_\_

☐ I would like to address the Mayor and City Council about a topic on the agenda.

Agenda Item # / Title \_\_\_\_\_

☐ I would like to address the Mayor and City Council about a topic that is **NOT** on the agenda.

Subject \_\_\_\_\_

Name: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Representing: ☐ Self ☐ Group/Org (please list) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## HOW A CITIZEN CAN BE HEARD

Moorhead City Council welcomes and encourages public input on issues listed on Council agendas or of general community interest, time and Council permitting. **Speakers are limited to 3-minute presentations.**

- **Agenda Topics:** Citizens wishing to address the Mayor and Council regarding a specific agenda item will be afforded an opportunity during the discussion of that item.
- **Non-Agenda Topics:** Citizens wishing to speak on matters not listed on the agenda will be afforded the opportunity to do so under the agenda heading "Citizens Addressing the Council". A total of fifteen minutes will be reserved at the state of the meeting for all non-agenda topics, with an opportunity for additional comments following the conclusion of the scheduled business items.
- **Public Hearings:** Citizens can provide public input during every scheduled public hearing. All public hearings are listed on the Council agenda.

Each person requesting the opportunity to speak is asked to fill out a "Request to Speak Form" and present it to the City Clerk who is seated to the left of the Mayor and Council as you approach the front of Council Chambers.

When called upon by the Mayor, citizens will be asked to approach the podium/microphone. Please state your name and City residence before proceeding with your subject matter. **All remarks should be addressed to the Mayor and Council as a body**, and not to any particular member.

*\*The Council Chambers is wheelchair accessible and additional services are available upon request. To arrange assistance, please contact the City Clerk's office at 218.299.5304 (voice).*



# VISITOR PRESENTATION CITIZEN ACTION REQUEST FORM

Complete this form and submit it prior to the City Council meeting you wish to make your presentation.

**PLEASE PRINT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Topic**

**Summary of Information**

Provide a brief description of the action you are requesting from the City Council.

## What Happens Next?

- City Council will review this form and hear your presentation.
- Staff will receive copies of this form and provide follow up as directed; i.e. gather additional information, schedule the item for a future City Council Work Session for discussion, schedule the item for a future City Council meeting for action, etc.
- Staff will keep you informed on the status of your request until it has been processed.

## Questions?

Contact Deputy City Clerk Kim Meuwissen at 952-227-1107 or by email at [kmeuwissen@ci.chanhassen.mn.us](mailto:kmeuwissen@ci.chanhassen.mn.us).

### STAFF USE ONLY

Schedule City Council Work Session? ☐ Yes ☐ No City Council Work Session Date: \_\_\_\_\_

Action Taken at Work Session:

Schedule City Council Meeting? ☐ Yes ☐ No City Council Meeting Date: \_\_\_\_\_

Action Take at City Council Meeting:

# City of Loretto

279 North Medina Street, Suite 260  
P.O. Box 207  
Loretto, MN 55357

## OPEN FORUM COMMENT FORM AND GUIDELINES

The Loretto City Council welcomes ideas or comments from the public during its Open Forum section of the meeting. **The Open Forum is for comments about issues NOT ON THE AGENDA.**

1. Please fill out this form and present it to the City Clerk **BEFORE THE MEETING BEGINS**. Your name, address and a summary of your comments will be included in the city council meeting minutes. This original form will become part of the permanent record, as part of the council agenda packet.
2. The Mayor will call you forward when it's your turn to speak. Before you begin your comments, please state your name and address for the public record.
3. You will be given a reasonable amount of time to address the Council, at the discretion of the Mayor. If there are multiple people present to speak during the Open Forum, you may be limited to 2 minutes.
4. The Mayor will end any presentation which either is or becomes redundant, irrelevant, or disrespectful to the Council, city staff or other residents.
5. Items brought forward during Open Forum will not be acted upon during the current council meeting. The Council may direct staff to place an item for consideration at a future council meeting.

Please summarize your comments in the space below:

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## COMMUNITY COMMENT PERIOD

- Please fill out the agenda request below and give to the Clerk or Mayor prior to the start of the meeting.
- Each guest is allowed up to two minutes to address the Council. The Comment Period is limited to ten minutes.
- When addressing the Council, state your full name for the record.
- Comments should be directed to the Council as a whole, not to any individual in attendance. Complaints about individuals or City staff members are not allowed.
- No formal Council action will take place at this meeting for items not on the agenda.

### TRIMONT COUNCIL MEETING AGENDA CARD

( please print clearly )

*"Community Comment" is an opportunity for citizens to present an issue or concern to the City Council. There is a maximum of ten minutes set aside for community comment. Each presentation should be limited to no more than two minutes. Matters currently under negotiation, litigation or related to personnel will not be discussed in this forum. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.*

Date \_\_\_\_\_

Name of Speaker \_\_\_\_\_

Address \_\_\_\_\_

Telephone (optional) \_\_\_\_\_

Subject to be Presented \_\_\_\_\_

\_\_\_\_\_