

CITY OF BLOOMINGTON, MN COUNCIL MEETING PROCEDURES

WELCOME TO A MEETING OF THE BLOOMINGTON CITY COUNCIL

The City Council welcomes you to this meeting and invites you to participate in matters before the Council. When meeting in the Council Chambers, members of the council are seated at the dais or appear electronically and each has a nameplate for recognition. City staff members are seated on the side of the dais, or may appear electronically. The Council meets nearly each Monday at 6:00 p.m. in the Council Chambers and electronically as permitted by law. The Council may need to meet at other times to take care of time sensitive matters.

AGENDA FOR COUNCIL MEETINGS

Meeting agendas are typically available a few days before and during the meeting. A paper copy is located near the public entrance door to the Council Chambers. The agenda is also available on the City's website. Any written materials received sufficiently in advance of the meeting and then distributed to the Council will also be available for public inspection at the meeting and on the City's website.

PUBLIC PARTICIPATION

The Council welcomes suggestions and comments that help meet the needs of the City and improve its operations. Please speak from the podium and use the microphone when addressing the Council in person. Follow directions to make your presence known if appearing electronically. Speak clearly. If you require a reasonable accommodation or translation services so that you can participate in the Council meeting, please contact the City's ADA Office at 952-563-8733 preferably two business days before the meeting, so the City can attempt to provide your requested accommodation. Written materials may be submitted instead of or in addition to oral public comment at any time by handing your materials to the Council Secretary or by sending them by email address or voicemail account listed on the agenda.

PUBLIC COMMENT PERIOD (MATTERS NOT ON THE AGENDA)

The public comment period is scheduled for up to 20 minutes and occurs near the beginning of the meeting. The public may address the City Council on matters not on the Council agenda for that meeting or on matters on the consent portion of the agenda for that meeting. Each speaker has 5 minutes to address the Council. Groups are encouraged to appoint a spokesperson in order to avoid repetitive testimony. The City Council will provide a response to matters raised during public comment at a subsequent City Council meeting.

PUBLIC HEARINGS (MATTERS ON THE AGENDA)

Before the City Council takes action on certain matters on the agenda, the law requires a public hearing. This hearing is an opportunity for members of the public to provide testimony to the City Council on that specific matter. Each speaker has 5 minutes to address the Council unless a different time limit has been announced by Presiding Officer (typically the Mayor). Groups are encouraged to appoint a spokesperson in order to avoid repetitive testimony. Please sign the speaker roster after you testify so we have the proper spelling of your name and contact information for the meeting minutes and any required follow-up by City staff to you. The Council or City staff may briefly respond to statements or questions raised during the public hearing. Written materials may be submitted in lieu of or in addition

to public testimony at any time by handing your materials to the Council Secretary or by sending them by email to the address listed on the agenda. You may also leave a voicemail by following the directions listed on the agenda.

IDENTITY OF SPEAKERS

The presiding officer (typically the Mayor) will ask each speaker to write the speaker's name on a sign-up sheet so your name is correctly recorded in the minutes if appearing in person. The presiding officer will ask each speaker to state the speaker's name to introduce themselves before speaking.

CONSENT AGENDA ITEMS

These items are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion of these items unless a Council member requests it be removed from the consent agenda and considered at the end of Consent Business or at another stated time on the agenda as determined by the City Council. If you want to have an item removed from the consent agenda, please alert the Council Secretary prior to the start of the City Council meeting. The Council Secretary will notify the City Council of a request to remove an item from the consent agenda.

PRESENTATIONS

All presentation materials from the public, including videos and PowerPoint presentations, must be presented to the City Manager's office at least two business days prior to the City Council meeting to ensure compatibility with the City's audiovisual equipment and technical quality of the presentation materials. This requirement does not apply to a piece of paper placed by the speaker at the speaker's podium for display when seeking to use the overhead camera in the Council Chambers.

RECORDING

City Council meetings are recorded and often televised. In order for the Council and audience to hear you, it is essential that speakers use the podium or your electronic microphone when addressing the Council.

ELECTRONIC DEVICES

To observe the order and decorum of City Council meetings, the volume on all electronic devices should be turned off or set on silent mode.

AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the Americans with Disabilities Act, the City of Bloomington will ensure that all existing facilities will be made accessible to the disabled. Modifications in policies, procedures and/or practices will be made as necessary to ensure access for all individuals with a disability. Individuals with disabilities are encouraged to contact the City's ADA Office at 952-563-8733 to discuss meeting accessibility.

Last Updated April 5, 2021