

WELCOME TO YOUR RIVER FALLS CITY COUNCIL MEETING!

CITY OF RIVER FALLS

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ELECTED OFFICIALS

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CITY COUNCIL

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UNDERSTANDING RIVER FALLS CITY COUNCIL MEETINGS

This information was designed to help you understand and participate in the legislative process of your City government. It describes the type of City Council meetings, the actions the Council makes, and opportunities available for the public to address the Council during meetings.

CITY COUNCIL MEETINGS

Notice of all City Council meetings is posted on bulletin boards at the entrance to City Hall at least 24 hours prior to the meeting. City Council meeting agendas are available in City Hall and on the City's website prior to the meetings. A full "agenda packet" with supporting information is available for review and available for download from the City's website (www.rfcity.org).

Regular Council Meetings are held on the second and fourth Tuesday of each month at 6:30 p.m.

OPPORTUNITIES FOR PUBLIC PARTICIPATION DURING MEETINGS

Public Hearings are held on matter required by law or ordinance. Public hearings are formal opportunities for any individual to speak on the topic while the hearing is open. The Mayor will announce that the public hearing is open. At that time, **if you wish to speak about the topic of the public hearing**, you should go to the podium and sign your name and address. Then, you may make your comments, which will be part of the public meeting record. Once the Mayor closes the public hearing, the formal comment period will end and the City Council will deliberate.

Public Comments from Citizens is the public's opportunity to address an issue the City Council may wish to consider at a future meeting. **If you wish to address the Council on any topic not listed on the agenda**, you may do so during this portion of the meeting. When called upon, please state your full name and address and speak so that Council and members of the public are able to hear you. The public is invited to address any topic related to local government issues that can be acted upon by the City Council. However, particularly if multiple individuals wish to speak regarding the same topic, the Mayor may request that your comments be limited to a particular time limit, which he shall determine.

Any and all materials you wish to present to the City Council should be provided to the Deputy Clerk before the meeting, if possible. The Deputy Clerk records the documents for and distributes them to the Council members. If you are unable to present the documents prior to the meeting, please present them to the meeting secretary at the time you provide your name and address for the record.

Note: Items on the Consent Agenda and those without a public hearing may be acted upon without public comment. It is the discretion of the Mayor if public comment on an item without a scheduled public hearing will be allowed during the meeting. **If you arrive at a meeting wishing to speak to the Council about an item without a scheduled public hearing**, you should notify the Mayor, a Council member, or the meeting secretary. This will help ensure they consider your request to address the item at the time it is considered. If the Council does not plan on taking public comment on an item during the meeting, you may then choose to address the Council during the public comment at the beginning of the meeting.

See Reverse Side for Additional Information

OTHER KEY AGENDA ITEMS

Consent Agenda items are considered to be routine and are accepted by the Council in a single motion. There is no separate discussion of these items unless a Council member requests to remove an item from the Agenda prior to the motion for approval being adopted. Unless an item is removed for discussion, the Council typically does not take public comment and votes on all items on the consent agenda as a single motion without discussion.

Proclamations are issued by the Mayor for a variety of reasons. Most often, they are to recognize the importance of an individual, organization, or event.

Commissions, Committees, and Staff Reports are informational reports presented by Council of Staff that do not involve decisions by the Council.

Workshops are an opportunity for City staff to report to the Council on specific items and/or issues, normally without taking formal action. Workshops are held as needed.

Closed Sessions are held on a limited basis and only when permitted by State law. Topics discussed may include litigation or personnel matters. These meetings are not open to the public.

COUNCIL ACTIONS

Ordinances are laws adopted at public hearings by the City Council which usually amend the Municipal Code or modify zoning designations within the City. Most ordinances require a majority vote. Most ordinances have a “first reading” and a “second reading”. The first time an ordinance is on the agenda, it typically is just “read” by the Mayor. This provides the public notice that it may be acted upon at the next meeting (second reading).

Resolutions usually establish Council policy or direct certain types of administrative action, but do not affect the Municipal Code or zoning laws. They require a majority vote and are usually effective immediately.

Motions are used to approve policy, establish procedures, or provide direction to the Staff.

COUNCIL CHAMBERS ORIENTATION

