

# Summary Rules for Public Comment

## City Council Members

Mayor:  
Ron Grobeck

Council:  
Jill Carlson  
Janet Hill  
Mike Windey  
Elizabeth Augustus

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## City Staff:

City Clerk-Treasurer:  
Amanda Thorson

Maintenance/Zoning  
Coordinator:  
Justin Lohse

Deputy Clerk/  
Office Administrator:  
Patty Hensel

Fire Chief:  
Joe Ahlfs

## Meeting Dates & Time:

3<sup>rd</sup> Thursday  
5:30 PM

**WELCOME** to this meeting of your City Council. Please take a moment to read our guidelines for public participation in council meetings.

**Agenda:** An agenda packet is available in a black binder in our meeting room for your inspection. Please do not remove it from the building. Ordinarily the council will address items as they appear on the agenda.

**Council Procedure:** The council has adopted rules of procedure for all meetings. The rules are available for public inspection. In order to take official action on items, the council will pass a motion by voice vote. Generally a simple majority vote of the members present is needed to pass most motions.

**Public Participation in Meetings:** Comments from the public are restricted to the public forum (presentation) period. City Council meetings are the forum for the City Council to conduct the city's business. While the City Council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum of public expression.

Members of the public are not allowed to participate in council discussion and debate without a specific invitation by the presiding officer.

Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceeding of the council.





# Summary Rules for Public Comment

## **During the public forum period, citizens must:**

- Sign up prior to speaking and provide name, address and brief summary of the subject matter they wish to address. The sign-up sheet is available from the clerk.
- Be recognized by the presiding officer before speaking. Comments are limited to 3 minutes.
- Direct remarks to presiding officer.
- Follow direction of presiding officer.

## **During forum period, the public is prohibited from:**

-  The use of obscene, profane or threatening language.
-  Threatening or loud, or boisterous conduct that disrupts the meeting or the security of the public.

**Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive behavior will result in removal from the meeting. 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 clerk to contact the Otter Tail County Sheriff's department to remove the speaker.**

## **The presiding officer may:**

- Request the public to appoint a spokesperson when multiple speakers appear to speak on the same topic.
- Place a time limit on or defer the public comment period.
- Alter rules to meet legal requirements for public hearings required by law.

## **City Hall Hours:**

Mon – Thur 7:30-4:30

Fri 7:30-12

218-367-2250

PO Box 245

239 Hwy 78 N

Ottertail, MN 56571

## **City of Ottertail is a Member of**

League of MN Cities

MN Association of Small

Cities