



Monticello City Council Meeting Guidelines

WELCOME to the Monticello City Council Meeting. To ensure order and assist public and council participation in the meeting, these guidelines have been adopted by the City Council.

City Council Members

Mayor: Lloyd Hilgart
Jim Davidson
Bill Fair
Charlotte Gabler
Sam Murdoff

Staff Normally in Attendance

Rachel Leonard, City Administrator
Sarah Rathlisberger, Finance Director
Angela Schumann, Comm. Dev. Director
Matt Leonard, City Engineer
Jennifer Schreiber, City Clerk

Agenda

The agenda is published the Thursday before the meeting. The agenda packet is available for public viewing at the entrance to the meeting room, and copies of the agenda are available for the public. The agenda can also be viewed at City Hall or online at: www.ci.monticello.mn.us.

Council Procedure

The Council uses Parliamentary Procedure and Roberts Rules of Order to conduct business. Ordinarily, the Council will address items as they appear on the agenda and pass motions to take official action. Three of the five Council members are required to be present to conduct a meeting, and most motions require a simple majority vote of the council members in attendance.

Citizen Comments

- An open forum, listed as Citizen Comments on the agenda, is intended to allow attendees the opportunity to speak about issues not on the agenda. The Mayor will announce the Citizen Comments portion of the meeting and people wishing to speak should follow the Mayor's instructions.
- Issues requiring a decision by the City Council will usually be referred to staff to be placed on a future agenda.
- People who wish to speak about a particular agenda item should wait until that item is addressed during the meeting.

Addressing the City Council

- Citizens who wish to speak should approach the podium and speak to the Mayor when recognized. Please clearly state your name and address.
- The Mayor may set a time limit per speaker and may limit the number of speakers.
- Speakers are discouraged from distributing information at the meeting. Information should be provided to the council members prior to the meeting through the City Administrator. If copies are distributed, there must be 8 copies available.

Additional Information

- Regular City Council meetings are held the second and fourth Mondays of the month at 6:30 p.m. in the Mississippi Room at the Monticello Community Center.
- Contact the Administrator to request adding an item to the agenda for a future meeting.
- The Mayor reserves the right to modify these rules as required to effectively chair the meeting.