

# Lake Park City Council Agenda Request Form

**Date Submitted:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Issue:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attachments:** \_\_\_\_\_

**Justification:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Impact:** \_\_\_\_\_

\_\_\_\_\_

**Action Requested:** \_\_\_\_\_

\_\_\_\_\_

**Reviewed By:** \_\_\_ City Clerk/Admin. \_\_\_ City Attorney \_\_\_ Public Works \_\_\_ Department Head  
\_\_\_ Department Liaison \_\_\_ Mayor/Council \_\_\_ Zoning

**City Clerk/Mayor Recommendation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City Attorney Recommendation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All Requests Must be Submitted One Week Prior to City Council Meetings to be**

**Reviewed and Placed on the Agenda**

**Meetings are the Second Monday of Each Month at 7:00 p.m. at City Hall**

## **Summary Rules for Public Comment**

**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 for public inspection at the entrance to the meeting room. Ordinarily the council will address items as they appear on the agenda.

### **Council Procedure:**

The City Council has adopted rules of procedure for all meetings. The rules are available for public inspection at the entrance to the meeting room. In order to take official action on items, the City 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 period. 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. 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 proceedings of City Council.**