

## **INTRODUCTION**

We appreciate your interest in the City of Glenwood and welcome your presence at City Council meetings.

The purpose of this document is to acquaint you with the structure and operational procedures of your City Council. It also informs you of the procedures for addressing the City Council and for placing items on the agenda. While this meeting is held in public, it is not a public forum.

## **COUNCIL MEETINGS**

The City Council shall meet on the second and fourth Tuesday of each month from February through December and the first and third Tuesday in January. Meetings may be added for the purpose of conducting workshops or to hold meetings for specific purposes.

All meetings will be held in the Council Chambers unless otherwise specified. For the consideration of others, please turn all electronic devices to vibrate or off during City Council meetings.

## **RULES OF PROCEDURE**

All written petitions, communications and other matters to be submitted to the City Council for inclusion on the Agenda should be delivered to City Hall by the close of business on the Friday preceding that specific council meeting. The City Clerk, in consultation with the Mayor, will establish the agenda and order of items and post 24 hours prior to the meeting.

## **DECORUM IN COUNCIL MEETINGS**

While the Council is in session, all persons shall preserve order and decorum.

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.

Any person making personal, impertinent, slanderous or boisterous remarks, may be removed from the meeting at the request of the presiding officer. They are barred from future attendance unless permission for attendance is granted by a majority vote of the Council.

## **PROCEDURES FOR ADDRESSING THE CITY COUNCIL**

If a citizen has a question about the operation of the City, they are encouraged to contact the City Clerk, the City Administrator, appropriate Department Head, or the Mayor. If the citizen does not consider the issue to be resolved, they may bring the issue before the full Council at a regularly scheduled meeting.

While it is not the Council's intent to stifle public participation in its meetings, for the Council to complete its agenda within a reasonable time and in a businesslike manner, it is necessary to implement formal operational procedures for meetings.

- A citizen wishing to make a brief statement to express a point of view or ask a question is welcome to do so during the public comments portion of the meeting.
- When called upon, the person wishing to speak will come to the front, stand and state their name and concern.
- Council members may ask questions for clarification, but they may wish to investigate or research the issue before responding.

The Mayor will set the time limit for the person to address the Council. The Mayor has the right and obligation to terminate prolonged or irreverent discussion or comments.

## **COUNCIL ACTION**

The City Council will not take official action on items discussed during the Public Comments section of the Agenda. Council or staff will respond by letter or in person at a later time.

# **CITY OF GLENWOOD**

**5 N. Vine Street**

**Glenwood, IA 51534**

**Mission Statement: “The City of Glenwood will partner with the community to continue to preserve and protect our unique history; while welcoming and encouraging growth and economic vitality within the constraints of a fiscally responsible government.”**

**Mayor: Ron Kohn**

**Mayor Pro-Tem: Dan McComb**

**First Ward: Jeremy Rodman – Chair. Public Safety**

**Second Ward: Donnie Kates – Chair. Parks & Rec**

**Third Ward: Laurie Smithers – Chair. Finance & Budget**

**At Large: Holly Jackson – Chair. Public Admin.**

**At Large: Dan McComb – Chair. Public Works**

**City Admin/Financial Director: Angie Winqvist**

**City Clerk: Amber Farnan**

**Public Works Director: Perry Cook**

**Chief of Police: Eric Johansen**

**Library Director: Tara Painter**

**Parks Superintendent: Ron Mattox**

**Cemetery Sexton: Michael Collins**

**Fire Chief: Matt Gray**

**City Attorney: Matt Woods**