



City of Saint Paul City Council

Welcome Guide



Revised July 2014

310 CITY HALL-COUNTY COURTHOUSE • 15 WEST KELLOGG BOULEVARD • SAINT PAUL, MN 55102-1615

(651) 266-8560 • WWW.STPAUL.GOV/COUNCILMEETINGS

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NOTE: If you need special assistance or interpreting assistance in a language other than English, please call 651-266-8560.

About the City Council

Offices of the Saint Paul City Council

Ward 1 (www.stpaul.gov/Ward1)

Dai Thao, Councilmember
Mai Chong Xiong, Legislative Aide
Kong Xiong, Executive Assistant

310-A City Hall, 15 Kellogg Boulevard West
Saint Paul, MN 55102
Email: ward1@ci.stpaul.mn.us
Phone: 651-266-8610 Fax: 651-266-8574

Ward 2 (www.stpaul.gov/Ward2)

Dave Thune, Councilmember
Pat Lindgren, Legislative Aide
Barb Benson, Executive Assistant

310-B City Hall, 15 Kellogg Boulevard West
Saint Paul, MN 55102
Email: ward2@ci.stpaul.mn.us
Phone: 651-266-8620 Fax: 651-266-8574

Ward 3 (www.stpaul.gov/Ward3)

Chris Tolbert, Councilmember
Libby Kantner, Legislative Aide
Pattie Kelley, Executive Assistant

310-C City Hall, 15 Kellogg Boulevard West
Saint Paul, MN 55102
Email: ward3@ci.stpaul.mn.us
Phone: 651-266-8630 Fax: 651-266-8574

Ward 4 (www.stpaul.gov/Ward4)

Russ Stark, Councilmember
Samantha Henningson, Legislative Aide
Kelly Bauer, Executive Assistant

310-D City Hall, 15 Kellogg Boulevard West
Saint Paul, MN 55102
Email: ward4@ci.stpaul.mn.us
Phone: 651-266-8640 Fax: 651-266-8574

Ward 5 (www.stpaul.gov/Ward5)

Amy Brendmoen, Councilmember
Kim O'Brien, Legislative Aide
Donna Sanders, Executive Assistant

320-A City Hall, 15 Kellogg Boulevard West
Saint Paul, MN 55102
Email: ward5@ci.stpaul.mn.us
Phone: 651-266-8650 Fax: 651-266-8574

Ward 6 (www.stpaul.gov/Ward6)

Dan Bostrom, Councilmember
Scott Renstrom, Legislative Aide
Carol Novak, Executive Assistant

320-B City Hall, 15 Kellogg Boulevard West
Saint Paul, MN 55102
Email: ward6@ci.stpaul.mn.us
Phone: 651-266-8660 Fax: 651-266-8574

Ward 7 (www.stpaul.gov/Ward7)

Kathy Lantry, Council President
Ellen Biales, Legislative Aide
Kathryn Burger, Executive Assistant

320-C City Hall, 15 Kellogg Boulevard West
Saint Paul, MN 55102
Email: ward7@ci.stpaul.mn.us
Phone: 651-266-8670 Fax: 651-266-8574



Photo Info (Left to Right): D. Bostrom (W6), R. Stark (W4), D. Thao (W1), K. Lantry (W7), D. Thune (W2), C. Tolbert (W3), A. Brendmoen (W5).

Term of Office

Councilmembers serve 4-year terms. The present council will serve until December 31, 2015.

Power & Duties

The City Council is the Legislative branch of local government. The other branch is the Mayor's office and the City departments.

The City Council:

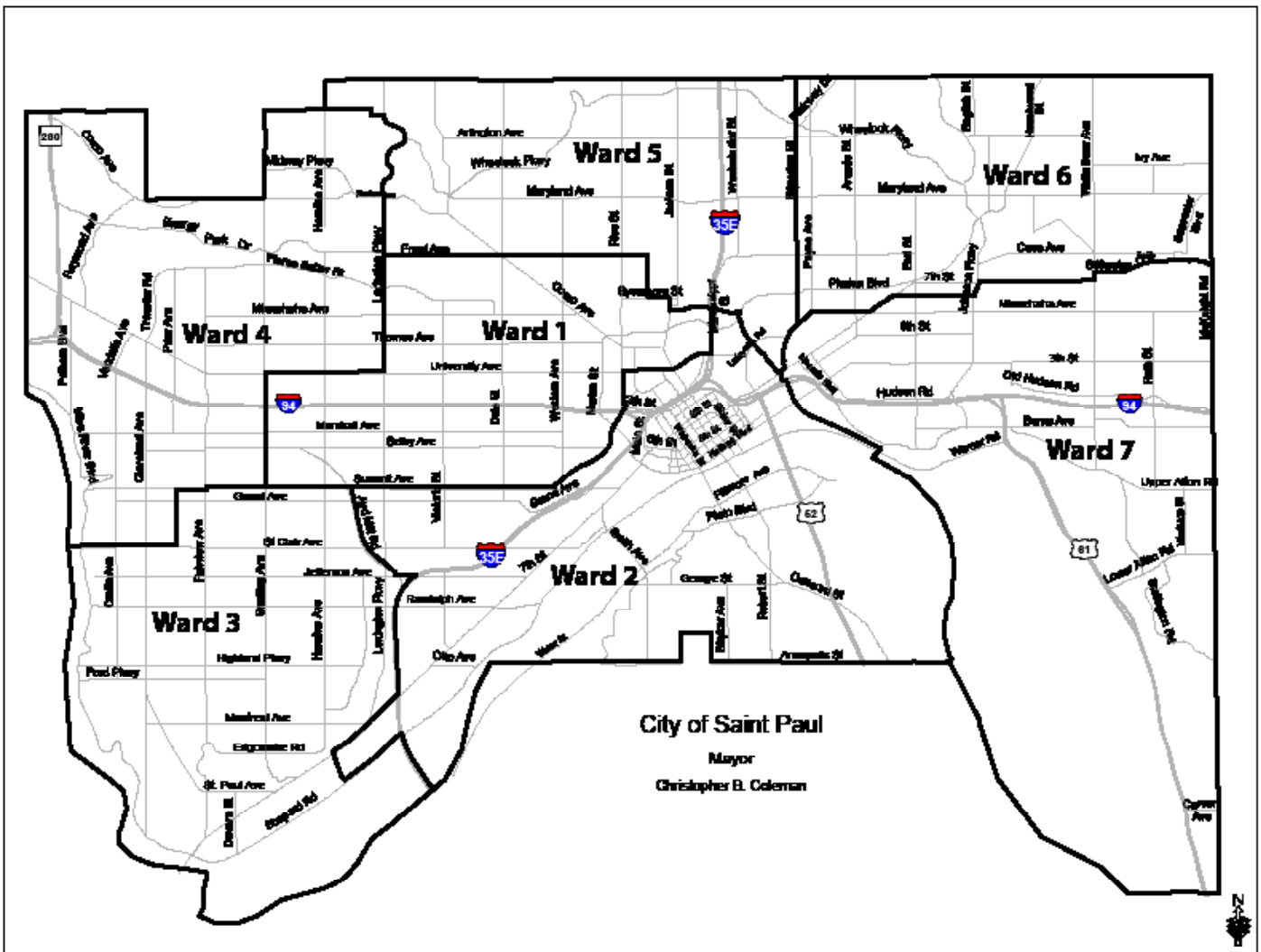
- sets City policy through ordinances and resolutions;
- adopts the City's budget; and
- performs a quasi-judicial role in hearing appeals for example if a property owner wants to appeal a decision of the Zoning Board.

The City Council also serves as the Library Board, which oversees the Saint Paul Library system, and the Housing and Redevelopment Authority (HRA), which supports housing and commercial development through loans and bond issuance. Councilmembers also serve on other boards and commissions such as the Saint Paul Port Authority and the Water Commission.

Councilmembers and Ward Map

Each Councilmember is elected from one of the seven Council Wards, and they must live in the Ward they represent. Which Councilmember represents me? If you cannot locate where you live on the map, you can ask the Council Staff person, or go to www.stpaul.gov/council and click the QuickLink labeled ‘Ward and Election Precinct Finder’.

- Ward 1: Dai Thao
- Ward 2: Dave Thune
- Ward 3: Chris Tolbert
- Ward 4: Russ Stark
- Ward 5: Amy Brendmoen
- Ward 6: Dan Bostrom
- Ward 7: Kathy Lantry



Note: This map reflects the 2011 changes made to the Saint Paul ward boundaries. For additional information, go to www.co.ramsey.mn.us/elections/redistricting.htm.

Officers

The Council President and Vice President are elected at the beginning of each term by a majority vote.

Kathy Lantry is the current Council President, and Chris Tolbert is Council Vice President.

The Council elects a non-Councilmember to be Council Secretary. The Secretary's responsibility is to keep records of Council proceedings and prepare the Council agenda. If both the President and the Vice President are absent, the Council Secretary may call the Council to order.

Trudy Moloney serves as Council Secretary as well as Director of Council Operations. Katie Burger, executive assistant, is responsible for Council agenda preparation.

Meeting Information & Procedures

Meeting Schedule

City Council meetings are held on Wednesdays. Regular Council meetings start at 3:30 pm. Public hearings are held on the first and third Wednesday of each month, starting at 5:30pm where the Council receives testimony on agenda items. No Council meetings are held on the fifth Wednesday of each month.

Attending a City Council Meeting

A “Council Liaison” is available to help. Council staff are available to provide information. They will be in the hallway outside Chambers before every Council meeting. Please feel free to ask these people any questions you may have about the Council meeting.

Quiet Please

Cell phones and other devices are disruptive during the meeting.

Please silence all devices while you are in Chambers. Please do not talk aloud in Council Chambers during meetings because your conversation may make it difficult for others to hear the proceedings. Move to the hall outside of Chambers if you need to have a conversation.

Quiet Please

If you are hearing impaired and need sound amplification, please ask the Council Staff person for a personal hearing device.

Security

A uniformed Saint Paul Police Officer is present at every Council meeting to provide security. If you are concerned about safety or security, please talk to this officer or to the Council Staff person.

Need additional information?

If you have any question that is not covered in this brochure, or if you have comments or suggestions about City Council meetings, please contact Trudy Moloney, Secretary to the City Council, at (651) 266-8575 during business hours, or email trudy.moloney@ci.stpaul.mn.us.

The Agenda

What is the Agenda?

The Agenda is the official order of business for each Council meeting. It helps everyone stay on track from the beginning roll call to the adjournment.

How can I get one?

The agenda is available on the Friday before a Council meeting.

- Online: You can view and download an agenda by going online to www.stpaul.gov/councilmeetings. Or click on Meetings and Agendas on the City's homepage. Or, sign up to receive agendas automatically by clicking on "E-Subscriptions" on the City's home webpage.
- In person: You can get an agenda from the Council office (room 310 City Hall) or from a Council Staff person who will be monitoring the hallways outside of Chambers just before the Council meeting starts (after 5:00pm for public hearings). Agendas can also be found inside Chambers on the tables located at each doorway entrances.

The large 3-ring notebook in Chambers includes all the documents relating to agenda items. This book is available for viewing only. Please do not remove the book or any pages. This book is also available for advance viewing in the Council Office or online at www.stpaul.gov/councilmeetings.

AGENDA INFORMATION

In 2010, the City Council purchased an agenda information system to make council actions accessible to the public. This system, (called "Legistar"), helps residents track legislative items. By going to this web site at www.stpaul.gov/councilmeetings, residents can view City Council proceedings and track City Council meetings, resolutions and ordinances. This site also allows users to review the history and documents associated with Council actions. Once an account is set up, a resident can receive an alert to specific topics of interest. To learn more about Legistar, view the video posted on the City's website.

Council Decision / Voting

Some items on the Council agenda are informational or ceremonial. Most require a Council vote, which is called a “Roll call.” The Council reader calls the names of all Councilmembers, and **they indicate whether they are in favor of the motion by remaining silent, or they are opposed to the motion by saying ‘no’ or ‘nay’.** When the voting is complete, the Council reader will state the vote tally and whether the motion passed or failed.

Occasionally a Councilmember will abstain or recuse themselves, which means that they choose not to vote.

Public Hearing

Certain agenda items require a public hearing before the Council takes action. Members of the public who are interested in the matter can provide their comments directly to the Council during the public hearing, or they can send their comments in advance.



What to expect at a Public Hearing

The Council President will announce the start of a public hearing. Both sides are allowed the same amount of time. The time is based on the topic, the number of expected speakers, and the size of the Council's agenda. If there are multiple people waiting to testify, they must share the total amount of available time.

Typical time allotments:

- Legislative hearings, License and Zoning matters: 15 minutes each side
- Complex or controversial matters: 30 minutes each side

Public hearings: how to testify

In order to help public hearings go smoothly, please observe the protocol.

1. Make your comments only from the podium, after the Council President indicates your turn.
2. Begin by addressing the Council President and the rest of the Council, for example "Madam (or Mister) President, members of the Council".

3. Tell the Council your name and address, and then present your comments. Please respect other speakers' right to speak. There is a timer on the podium; when it shows yellow, you have 45 seconds left to sum up your remarks. When the light shows red, your time is finished and you must leave the podium.
4. Sign in. After you testify, please sign in with your name, address, and phone number. There are sign-in sheets on either side of the podium. The City Clerk needs to add this information to the public record. Your name and address will not be used for any other purpose or distributed outside of this public hearing.

If you cannot attend a City Council meeting in person

Watch the meeting anywhere

You can watch the meeting 'live' on the City's cable channel 18 or online at www.stpaul.gov/councilmeeting. Past meetings are available online for viewing anytime. Ask the Council Staff person for the days and times that the meetings are replayed on Channel 18. Submit written testimony If you would like to submit testimony on an agenda item, you can email: ward1-7@ci.stpaul.mn.us, or, mail or drop off a copy of your testimony for all seven wards and the City Clerk. The address is on the cover of this booklet.

Parliamentary Procedure

The rules of procedure for City Council meetings are found in Chapter A1 of the Saint Paul Administrative Code. The basic rules are summarized below.

Quorum

The City Council has seven members. A majority of four is called a ‘quorum.’ This is the minimum number of Councilmembers needed to conduct business.

Agenda / Order of Business

The Council Agenda follows the Order of Business.

The Council agenda lists all the items to be considered in a Council meeting. If the Council wants to consider a matter that is not on the agenda, a majority (four) must first vote to suspend the rules of procedure.

These items may appear on a typical agenda:

- **ROLL CALL:** occurs at the beginning of every Council meeting to record who is present
- **PLEDGE OF ALLEGIANCE**
- **OFFICIAL COMMUNICATIONS FROM THE MAYOR**
- **APPLICATIONS AND COMMUNICATIONS** if not on the consent agenda
- **APPROVAL OF THE MINUTES** of a previous Council meeting.
- **CONSENT AGENDA:** the first section of the agenda lists a number of items that are **voted on as a package**, because they are expected to pass without opposition. A Councilmember may ask to discuss and vote on an item separately from the rest of the consent agenda.
- **DISCUSSION ITEMS:** typical discussion items include special reports requested by the Council, or resolutions that the Council will discuss and vote on.
- **ORDINANCE READINGS:** Ordinances are the laws of the City. The process for adopting ordinances requires four separate ‘readings’ at Council

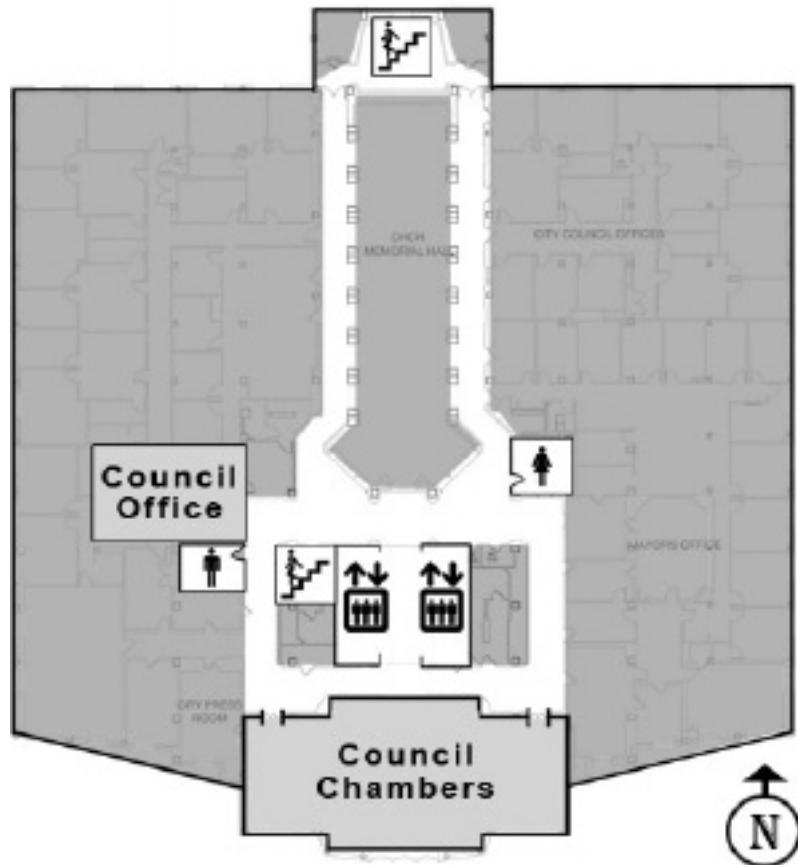
meetings, usually including a public hearing at the third reading. The Council votes at the fourth reading. If the majority vote is to adopt the ordinance, it goes to the Mayor for signature and is published in the Saint Paul Legal Ledger. Thirty days after publication, the ordinance becomes law. If the Mayor vetoes an ordinance, the Council may override the veto if five of the seven Councilmembers vote in favor.

- **STAFF REPORTS:** From time to time the Council will appoint a committee of its members to address particular issues. Their report would be presented at a Council meeting.
- **PUBLIC HEARINGS:** The Council is required to hold public hearings on proposed actions including ordinances, property acquisitions, utility charges, the City's annual budget, and other matters. This is an opportunity for anyone to add their comments to the public record on the matter.
- **MISCELLANEOUS:** From time to time, the Council will recognize citizens, businesses, community groups and City employees and departments for outstanding service.
- **ADJOURNMENT:** A Council meeting is formally ended by a majority vote of members.

Additional Building Information

Restrooms

Restrooms are available on the third floor: the women’s room is at the east end; the men’s room is at the west end. More restrooms are located on the second floor directly below Council Chambers. Ask the Council Staff person if you need directions.



Vending machines

Snack machines and a money changer are located in the lounge area at the north end (4th street) of the basement level.

Español – Hmoob – Somali

Free Interpreter services are available. Please ask someone at the front desk.

Español: Atención.

- Tenemos a su disposición servicios de intérpretes gratuitos. Si está interesado, por favor solicítele ayuda a la recepcionista.
- Si desea recibir asistencia gratuita para traducir esta información, llame al 651-266-8560.

Somali: Ogow.

- Adeegyada tarjumaada oo lacag la'aan ah ayaad helaysaa. Fadlan weydii qofka fadhiya miiska soo dhoweynta.
- Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 651-266-8560.

Hmoob: Ceeb toom.

- Yog koj xav tau tus neeg pab txhais lus dawb. Qhia rau tus neeg nyob ntawm qhov rooj paub.
- Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 651-266-8560.

More information about the Saint Paul City Council

is available online at www.stpaul.gov/council. Find links to Agendas, Meeting Minutes, Meeting Videos at www.stpaul.gov/councilmeetings.

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