



# City of Saint Paul City Council

## Welcome Guide



*Updated: 4/2017*

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

(651) 266-8560 • [WWW.STPAUL.GOV/COUNCILMEETINGS](http://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](http://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](mailto:ward1@ci.stpaul.mn.us)  
Phone: 651-266-8610 Fax: 651-266-8574

**Ward 2** ([www.stpaul.gov/Ward2](http://www.stpaul.gov/Ward2))  
Rebecca Noecker, Councilmember  
Taina Maki, Legislative Aide  
Kayla Thao, Executive Assistant

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

**Ward 3** ([www.stpaul.gov/Ward3](http://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](mailto:ward3@ci.stpaul.mn.us)  
Phone: 651-266-8630 Fax: 651-266-8574

**Ward 4** ([www.stpaul.gov/Ward4](http://www.stpaul.gov/Ward4))  
Russ Stark, Council President  
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](mailto:ward4@ci.stpaul.mn.us)  
Phone: 651-266-8640 Fax: 651-266-8574

**Ward 5** ([www.stpaul.gov/Ward5](http://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](mailto:ward5@ci.stpaul.mn.us)  
Phone: 651-266-8650 Fax: 651-266-8574

**Ward 6** ([www.stpaul.gov/Ward6](http://www.stpaul.gov/Ward6))  
Dan Bostrom, Councilmember  
Scott Renstrom, Legislative Aide  
Heidi Lagos, Executive Assistant

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

**Ward 7** ([www.stpaul.gov/Ward7](http://www.stpaul.gov/Ward7))  
Jane L. Prince, Councilmember  
Stephanie Harr, Legislative Aide  
Polly Heintz, Executive Assistant

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



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

## Term of Office

Councilmembers serve 4-year terms. The present council will serve until December 31, 2019.

## 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.

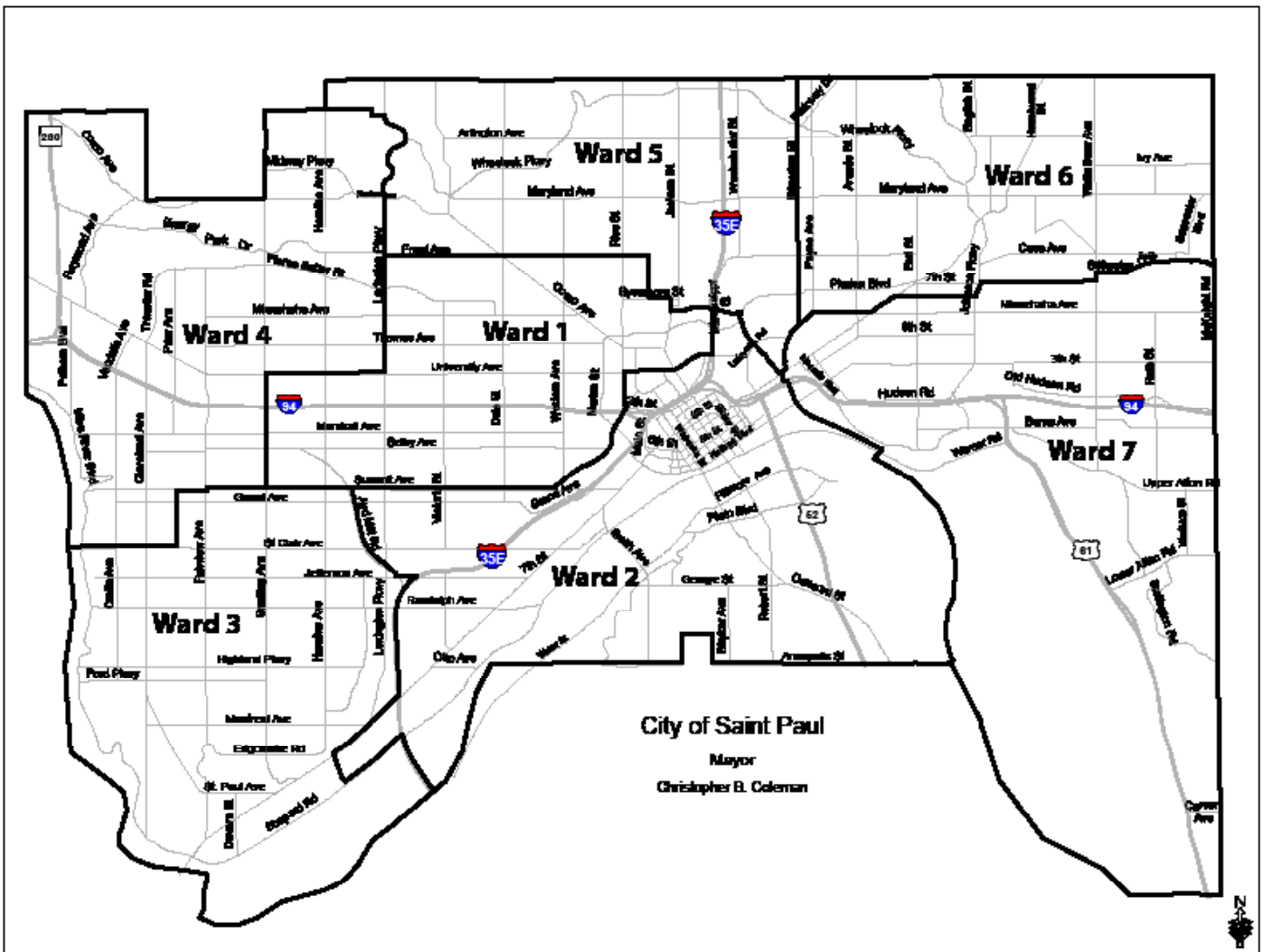
The City Council also serves as the Library Board, which oversees the Saint Paul Library system, and the Housing and Redevelopment Authority (HRA), which supports housing and commercial development through loans and bond issuance. Councilmembers also serve on other boards and commissions such as the 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](http://www.stpaul.gov/council) and click the QuickLink labeled ‘Ward and Election Precinct Finder’.

- Ward 1: Dai Thao
- Ward 2: Rebecca Noecker
- Ward 3: Chris Tolbert
- Ward 4: Russ Stark
- Ward 5: Amy Brendmoen
- Ward 6: Dan Bostrom
- Ward 7: Jane L. Prince



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](http://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.

Russ Stark 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

The Council meets every week on Wednesday at 3:30 p.m. in the City Council Chambers, 3rd floor, City Hall. **Council meetings are not held on the fifth week of the month.** The minimum number of Councilmembers present necessary for the valid transaction of business is a simple majority: four out of seven Councilmembers. Councilmembers notify their colleagues in writing if they are unable to attend a meeting and need to be excused.

## 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.

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?

Council meetings can be viewed via webcasts and/or seen live on cable television in Saint Paul on Channel 18 and are replayed on: Thursdays at 5:30 p.m., Saturdays at 12:30 p.m., and Sundays at 1:00 p.m. (Subject to change). Council meetings are also available on the Council's website. Email notification and web feeds (RSS) of newly released Minutes, Agendas and Meetings are available by subscription. Please visit [www.stpaul.gov/council](http://www.stpaul.gov/council) for meeting videos and updated copies of the Agendas, Minutes and supporting documents. A copy of agendas and meeting minutes are posted on our website at [stpaul.legistar.com/Calendar.aspx](http://stpaul.legistar.com/Calendar.aspx).

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](mailto: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](http://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](http://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](http://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

The majority of official acts by the Council are done by passing a Resolution which becomes effective upon passage by the Council and approval by the Mayor. The Council passes Ordinances and Resolutions by majority vote (four out of seven members). If a measure is vetoed by the Mayor, the veto may be overridden by the Council by a vote of five out of seven members. An Ordinance is read at four separate Council meetings and becomes effective a minimum of thirty (30) days after passage by the Council, approval by the Mayor and publication in the Legal Ledger.

The Council is required to hold public hearings on proposed Ordinances, amendments to the financing and spending plan, public improvements, property acquisitions, special assessments, utility charges, and the City budget. Public hearings may be held on other issues as the need arise

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 saying ‘yay’ or against by saying ‘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.

**Public hearings are conducted on the 1st and 3rd Wednesday of each month.** At the 3:30 p.m. portion of the Council meeting, only Budget Amendment resolutions may be heard. **All other public hearing items are heard at the 5:30 p.m. portion of the Council meeting.** The public is welcome to attend the meetings in person to testify on a number of issues that impact their neighborhood. The public is only allowed to speak at hearings, and must speak on issues found on the agenda.

To ensure that public hearings are conducted in a fair and equitable manner, the Council has determined that each side in a disputed matter be allotted the same amount of time to present verbal testimony and arguments to the City Council. The Council President determines the total amount of time allocated for public testimony based on the topic, number of speakers, and the volume of the Council's agenda. Parties may use this time before the City Council in whatever manner they believe most effectively presents their case. If there is more than one interested party on any side of a disputed matter, these parties may either agree to a division of the allotted time or select a spokesperson to represent all of their interests. The Council President must recognize speakers before they begin, and the speakers' podium will indicate their remaining time through yellow and red flashing lights. The speaking times allotted are as follows:

## Typical time allotments:

- License and Zoning matters: 15 minutes each side
- Complex or controversial matters: 15 minutes each side
- Legislative hearings: 5 minutes

## 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.



## 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 “Mister (or Master) 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’s 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](http://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](mailto: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



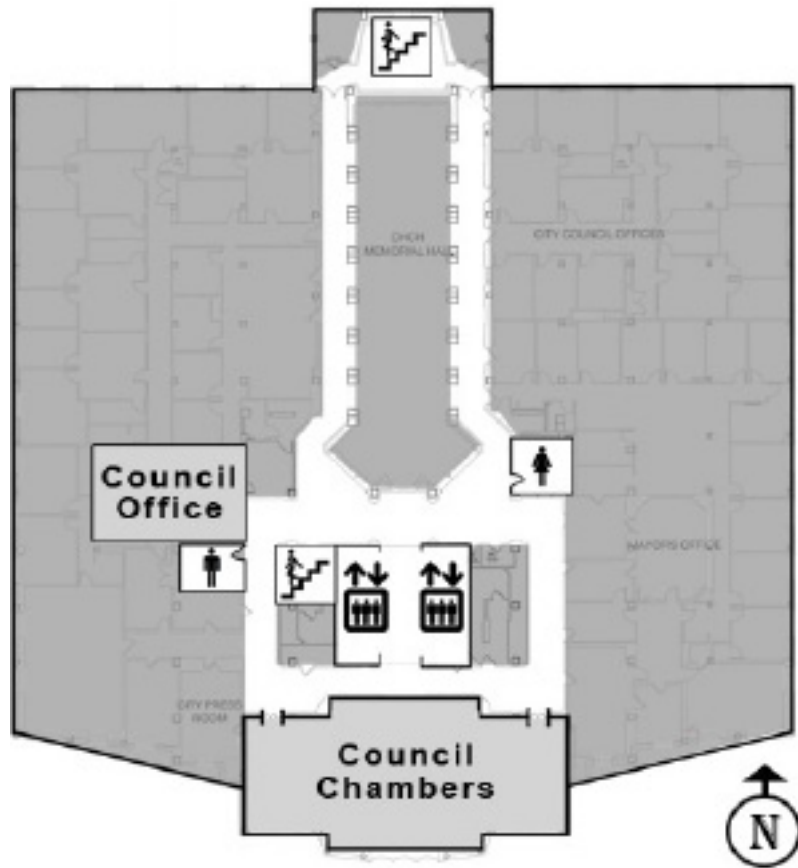
meetings, usually including a public hearing at the third reading. The Council votes at the fourth reading. If the majority vote is to adopt the ordinance, it goes to the Mayor for signature and is published in the Saint Paul Legal Ledger. Thirty days after publication, the ordinance becomes law. If 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](http://www.stpaul.gov/council). Find links to Agendas, Meeting Minutes, Meeting Videos at [www.stpaul.gov/councilmeetings](http://www.stpaul.gov/councilmeetings).

# NOTES

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