

City of Spring Lake Park Staff Report



Agenda Date		Status	
October 5, 2026			
Requestor		Agenda Section	
Goodboe-Bisschoff		Discussion	
Agenda Item:			
Updates to Discussion from the Floor Policy			
Executive Summary			
The City Council has discussed revising the rules for Discussion from the Floor by reducing the individual speaking limit from three minutes to two minutes and establishing a twenty-minute maximum for the comment period. Because the City's rules for Discussion from the Floor and Public Hearings are contained in the same document attached to the agenda, staff also reviewed the Public Hearing procedures and identified several updates intended to improve clarity and consistency.			
Background			
Discussion from the Floor is the City's general opportunity for members of the public to address the City Council. Under the current rules, speakers are limited to three minutes, must sign in with their name and address, and are advised that Council action or discussion should not be expected. Individuals needing additional time are directed to contact City staff in advance. Spring Lake Park does not generally provide a separate public-comment opportunity when individual agenda items are considered. As a result, Discussion from the Floor is also the opportunity for members of the public to comment on agenda items unless the item includes a formal public hearing. The proposed revisions would establish a two-minute limit per speaker and a twenty-minute overall limit, while also clarifying speaker procedures, Council response, and how comments will be handled when the allotted time expires.			
Board/Commission Review			

N/A. The rules govern procedures for City Council meetings and are within the Council's authority to establish.

Financial Impact

There is no anticipated financial impact associated with the proposed changes.

Staff Recommendation

Consistent with the direction provided by the City Council, staff has prepared revised Discussion from the Floor rules incorporating a two-minute individual speaking limit and a twenty-minute overall limit.

Staff requests that the City Council review the proposed rules, suggest any changes and approve the revised rules in the form determined by the Council.

Attachments

1. Proposed Rules for Discussion from the Floor/Public Hearings

DISCUSSION FROM THE FLOOR

- Discussion from the Floor provides members of the public an opportunity to address the City Council regarding City business, including matters appearing on the meeting agenda. If an item is scheduled for a public hearing, comments regarding that item should be made during the public hearing.
- Discussion from the Floor is limited to twenty (20) minutes total. Each speaker is limited to two (2) minutes. Persons unable to speak because the time limit has expired may submit written comments for distribution to the City Council.
- Individuals wishing to speak must sign in with their name and address. Speakers must approach the podium and speak clearly into the microphone. City Council meetings are video recorded.
- Each individual may speak once during Discussion from the Floor. Speaking time may not be transferred, yielded, or pooled with another speaker.
- Discussion from the Floor is not intended to provide for immediate Council discussion or response. Councilmembers may ask questions necessary to clarify a speaker's comments. The Council may refer a matter to staff, request additional information, or take the matter under advisement for possible consideration at a future meeting.
- Speakers shall conduct themselves in a manner that does not disrupt or materially interfere with the orderly conduct of the meeting. The presiding officer may require a speaker to conclude remarks when the speaker's allotted time has expired or when necessary to maintain order.
- Individuals requiring additional time for a presentation should contact the Administrator, Clerk/Treasurer's office in advance to request placement on a future City Council agenda.

PUBLIC HEARINGS

The purpose of a public hearing is to provide the City Council with information and public testimony regarding the matter under consideration. A public hearing is not intended to be a debate between speakers, the applicant, or the City Council.

The following procedures will generally be used:

- The applicant, presenter, or City staff will have up to ten (10) minutes to present the matter.
- Councilmembers may ask questions regarding the proposal.
- Members of the public will then have an opportunity to comment or ask relevant questions. Each speaker is limited to three (3) minutes and should keep comments relevant, succinct, and specific.
- Each person may address the City Council once during the public-comment portion of the hearing. A speaker may be recognized again at the request of the presiding officer or City Council to answer a question or provide clarification.
- Questions should be directed to the City Council through the presiding officer. The presiding officer may request a response from staff, the applicant, or another appropriate person.
- A spokesperson representing an identified group or organization may be allowed up to ten (10) minutes to present the group's position.
- Following public testimony, the Council may ask additional questions of staff, the applicant, or members of the public.
- Written comments received before the close of the public hearing will be made part of the hearing record.

After all testimony has been received, the Mayor will close the public hearing. The Council may instead continue the public hearing to a specified date if additional testimony or information is needed.

Following the close of the hearing, the City Council may act, defer action to a future meeting, or take other action permitted by law. Unless the public hearing is reopened or continued, no additional public testimony will be received.