

**AUBURN CITY COUNCIL**

**November 7, 2022**

**AGENDA**

**12:00 PM**

1. **CALL TO ORDER.** Mayor Ron Anders, Jr.
2. **ROLL CALL.**
3. **PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE.**
4. **ADMINISTRATION OF OATH OF OFFICE.** Elected Officials.

The Honorable Jim McLaughlin.  
Presiding Municipal Judge.

- a. Mayor Ron Anders, Jr.
- b. Councilperson Connie Fitch-Taylor.
- c. Councilperson Kelley Griswold.
- d. Councilperson Beth Witten.
- e. Councilperson Tyler Adams.
- f. Councilperson Sonny Moreman.
- g. Councilperson Bob Parsons.
- h. Councilperson Max Coblenz.
- i. Councilperson Tommy Dawson.

5. **ELECTION OF MAYOR PRO TEMPORE.** Mayor Ron Anders, Jr.
6. **ORDINANCE.** City Manager Megan Crouch.
  - a. Establishing Rules of Procedure and Fixing Time and Place of Meetings of the City Council.
7. **RESOLUTION.** City Manager Megan Crouch.
  - a. Establishing Procedures for Citizen Communications and Public Hearings.
8. **MAYOR'S COMMENTS.** Mayor Ron Anders, Jr.
9. **ADJOURNMENT.**

RESOLUTION No. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Auburn, Alabama, in meeting duly assembled that \_\_\_\_\_ be and hereby is appointed to the position of Mayor Pro Tempore of the City Council.

ADOPTED AND APPROVED by the City Council of the City of Auburn, Alabama, this the 7<sup>th</sup> day of November 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND CHAPTER 2 OF THE CODE OF THE CITY OF AUBURN PROVIDING FOR RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS.**

**BE IT ORDAINED** by the City Council of the City of Auburn, Alabama, as follows:

**Section 1.** That Section 2-4 of Chapter 2 Article I of The Code of the City of Auburn is hereby amended as follows:

**Chapter 2 – Administration**

**Article I – In General**

**Sec. 2-4 – Rules of Procedure, Order of Business for City Council Meetings**

(1) The following rules of procedure and order of business for regular meetings be, and the same hereby are established to govern the deliberations and meetings of the City Council of Auburn, Alabama.

a. The regular meeting of the city council shall be held on the first and third Tuesdays of each month. The time and place for regular meetings may be changed by resolution of the city council if the action is taken at least one week prior to the regular meeting that is subject to postponement or cancellation.

b. Special meetings may be held at the call of the mayor by serving notice on each member of the city council, not less than twenty-four (24) hours before the time set for such special meetings, or special meetings may be held whenever two (2) council persons request in writing that the mayor call such meeting.

c. A majority of the whole qualified membership of the council shall constitute a quorum, as provided for by Code of Ala. 1975, § 11-43A-24.

d. The city council as committee of the whole shall meet at 5:30 p.m., or at a time established by the city manager, on the first and third Tuesdays of each month for a staff briefing for review and discussion of the agenda.

e. All regular meetings shall convene at 6:00 p.m., in the Council Chamber, Public Safety Building, 141 North Ross Street, Auburn, Alabama, and all meetings, regular or special, shall be open to the public.

f. The order of business at regular city council meetings shall be as follows:

1. Call to order.
2. Roll call
3. Pledge of Allegiance/moment of silence.
4. Mayor's communications.
5. Auburn University communications.
6. Citizens' communications on agenda items.
7. City manager's communications.
8. Consideration of consent agenda.
9. Ordinances.
10. Resolutions.
11. Other business.

12. Citizens' open forum.

13. Adjournment.

g. Motions shall be reduced to writing when requested by the presiding officer of the city council or any member of the city council.

h. Motions to reconsider may be made only by a member who voted with the majority, and at the same or next succeeding meeting of the city council.

i. Whenever it shall be requested by one or more of the members of the council, and whenever required by law, the "yeas" and "nays" shall be recorded.

j. All questions of order shall be decided by the presiding officer of the council, with the right to appeal to the entire city council by any member thereof.

k. Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distant day, and the largest sum, shall be first put.

l. A motion for adjournment shall always be in order.

m. No ordinance of permanent operation shall be passed at the meeting at which it was introduced except by unanimous consent of all members of the council present. If all members of the council present vote for the passage of the ordinance and their names are entered on the record as voting in favor thereof, it shall be construed as giving unanimous consent to the action taken upon such ordinance at the meeting at which it is introduced.

n. Every ordinance introduced shall be in writing and the title read by the city manager prior to a vote of the city council.

o. Any member of city council may propose a new ordinance or amendment to an existing ordinance. The affirmative vote of the majority of the city council members constituting a quorum at a committee of the whole meeting held before a regular meeting of the city council shall be required for the city manager to prepare and publicly advertise said new ordinance or amendment for consideration at a regular meeting of the city council. This shall not prohibit or hinder the ability or duty of the city manager to bring forth a proposed new ordinance or amendment to an existing ordinance nor shall it limit the ability of a council member to motion for reconsideration per Section 2-4(1)h.

p. Any member of the city council or any other person addressing the city council, who desires that his or her remarks be recorded verbatim in the minutes of the meeting, shall submit a written copy of his or her remarks to the city manager not later than the adjournment of the meeting.

q. The city council may adopt, by resolution, procedures for conducting public hearings and for receiving public input on agenda matters of city business and of a general nature.

r. For any procedure not otherwise specified in this section, Roberts' Rules of Order shall govern.

s. Items on the consent agenda are considered routine and non-controversial and will be approved with a single motion. Consent agenda items may include previous meeting minutes, alcoholic beverage license requests, board appointments, contracts and agreements less than \$250,000, and right-of-way and easement dedications. Ordinances or agenda items requiring a public hearing will not be included in the consent agenda. Any item can be removed from the consent agenda by a city council member for discussion and vote.

(2) The rules of procedure of the city council may be altered, amended, or temporarily suspended by a vote of two-thirds (2/3) of the members present, except as otherwise prohibited by law.

(3) Any rules of city council procedure which have been previously adopted and in effect are hereby repealed.

**Section 2.** That this ordinance shall take effect beginning with the regular meeting of the City Council on November 15, 2022.

**ADOPTED AND APPROVED** by the City Council of the City of Auburn, Alabama, this the 7<sup>th</sup> day of November, 2022.

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Mayor

ATTEST:

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City Manager

**RESOLUTION NO. \_\_\_\_**

**WHEREAS**, the City Council of the City of Auburn recognizes that it is in the best interest of the City of Auburn to provide opportunity for citizen input and communication during city council meetings; and,

**WHEREAS**, the City Council desires to facilitate citizen input into city business in a meaningful and efficient manner; and,

**WHEREAS**, the attached procedures for citizen communication and public hearings, which procedures are hereby incorporated into this resolution, provide for orderly citizen input and communication.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Auburn, Alabama does hereby adopt the attached procedures for citizen communication and public hearings.

**ADOPTED AND APPROVED** by the City Council of the City of Auburn, Alabama, this the 7th day of November, 2022.

\_\_\_\_\_  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Manager**

### Citizen Input Procedures for Agenda Items other than Public Hearings

1. Time will be provided at each regular City Council meeting for citizen communications on agenda items.
2. Any citizen wishing to address the City Council must first be recognized by the Mayor.
3. Any citizen recognized by the Mayor must speak from the podium, using the microphone so that comments can be properly recorded for the minutes.
  - Any citizen addressing the Council must first state his or her name and physical address for the record.
  - Citizens may speak only once unless there is a specific question directed to them by a council member.
  - Each citizen will have up to five (5) minutes in which to present comments.
  - All citizens should use a professional, respectful and civil tone when addressing the Council, and should expect the same in return.
4. Mayor concludes citizen communications on agenda items after all persons desiring to speak have been given the opportunity to present their comments.

## Public Hearing Procedures

1. The City Manager will introduce the public hearing agenda item and may present an overview of the request and pertinent regulations.
2. City Council members may question the City Manager and applicant regarding the application and pertinent regulations. Questions for city staff are directed to the City Manager who may call upon additional staff as appropriate.
3. Mayor opens the public hearing and invites the public to comment on the request.
  - Citizens must address the council from the speaker's podium and must provide their name and physical address for the record.
  - Comments will not be allowed unless the speaker's name and physical address is provided.
  - Citizens may speak only once unless there is a specific question directed to them by a council member.
  - Each citizen will have up to five (5) minutes in which to present comments.
4. Mayor closes the public hearing after all persons desiring to speak have been given the opportunity to address the issue. Additional comments from the public are not allowed after the public hearing is closed.
5. City Council deliberates and may ask additional clarifying questions of the applicant and city staff.
6. City Council votes according to the adopted rules of procedure.

### Citizens' Open Forum Procedures

1. Time will be provided at each regular City Council meeting for citizen communications for non-agenda items during open forum.
2. Any citizen wishing to address the City Council during open forum must first be recognized by the Mayor.
3. Any citizen recognized by the Mayor must speak from the podium, using the microphone so that comments can be properly recorded for the minutes.
  - Comments will not be allowed unless the speaker's name and physical address is provided.
  - Citizens may speak only once unless there is a specific question directed to them by a council member.
  - Each citizen will have up to three (3) minutes in which to present comments.
  - All citizens should use a professional, respectful and civil tone when addressing the Council, and should expect the same in return.
  - Organized groups should choose one representative to speak during a single 3-minute communications session.
4. Citizens' open forum is an opportunity for citizens to present comments to Council on non-agenda items, and is not a forum for debate. As such:
  - Citizens should address the City Council as a body and not address an individual Council member or City staff member.
  - City staff, through the City Manager, will direct comments to the Council, and will not direct comments to the citizen speaking.
  - While the Council may choose to interact with the citizen, typically a citizen will be allowed to present comments, after which the Council will ask questions or offer their comments before the Mayor recognizes the next speaker.
  - Sometimes, answers are not readily available. To facilitate the orderly flow of the meeting, the City Council may direct the City Manager to follow-up on a question or comment after the meeting.
5. The City Council reserves the right to allow citizens of the City of Auburn to present their comments before the floor is opened to non-citizens.
6. PowerPoint and other presentations, including overheads, pictures and videos must be submitted to the City Manager no later than 12:00 P.M. on the day of the meeting.