

The below listed Procedure for Citizens wishing to be added to the Council meeting agenda with questions, complaints or comments was adopted and reflected in the minutes of the Town Council meeting of June 16, 2008. It was re-adopted by Council November 16, 2009.

CITIZENS' QUESTIONS & COUNCIL ANSWERS:

Procedure:

1. A citizen submits a signed written letter of complaint or question(s) to the Mayor at least two business days prior to the council meeting on Monday. (Thursday and Friday are business days and may be needed for research time).
2. The name of the person submitting the letter or question and the topic is added to the agenda of the upcoming meeting.
3. The person who authored the letter must be present at the meeting and will read his/her letter to council. If the person who authored the letter is not present at the meeting, the answer will not be given.
4. Council will respond to the person's letter verbally in the meeting. The letter/question and council's answer will be documented in the minutes of that meeting.

The Citizen Question Section is in addition to and does not replace the 6 minute Citizen Comment Section of the Agenda.