

Citizens' Guide to City Council Meetings

City Hall

100 W. Fourth Street
Waterloo, IL 62298
618.939.8600



The Mayor and Board of Aldermen are the elected governing body of the City. The Mayor chairs and runs the City Council meetings. We invite you to participate in the meeting and ask that you comply with a few simple procedures that have been established.

MEETING OVERVIEW

There are two types of meetings in the City of Waterloo. The first is a **Regular City Council Meeting**, which is held on the first and third Monday of every month. This meeting consists of a consent agenda that allows for action on items discussed in previous meetings or as presented by the sponsor. Additionally, staff, Mayor and committee reports are given at this meeting.

The second type of meeting is the **Utility Meeting**, which is held on the second or sometimes fifth Monday of each month upon the Mayor's discretion. These meetings are considered working sessions for the purpose of information sharing and discussion of agenda items. The Mayor generally introduces items from the agenda, and with the support of staff, background information on the topic is provided to the Aldermen. No Council action is taken at a Utility Meeting.

ADDRESSING THE CITY COUNCIL

Both meeting types provide an opportunity for public comments. During the meeting, participation is encouraged on all agenda items. Citizens wishing to address the Mayor and Board of Aldermen on a specific non-agenda item will have an opportunity to do so during the public comment portion of the meeting.

Audience members must be recognized by the Mayor before speaking, including questions and comments directed to other Council members or petitioners. After being recognized by the Mayor, please walk to the podium and state your name and address for the record. Because the City Council often has a full agenda and must complete the work of the City, all who speak are asked to comply with the established time limit of five (5) minutes. Residents are also asked to refrain from repeated comments or questions that have already been discussed.

EXECUTIVE SESSION

Periodically the Mayor and City Council may find it necessary to move the meeting into "Executive Session." Executive Session discussions are generally scheduled at the end of a Council meeting and are closed to the general public. These sessions are limited by State law to matters as listed in 5 ILCS 120/2(c). No final action can be taken in Executive Session. Final action and votes by the City Council must occur in public.

AGENDA INFORMATION

Copies of the City Council meeting agenda are available in City Hall on the Friday afternoon before the regularly scheduled meeting. Agendas are also posted on the City website at www.waterloo.il.us.

Utility meeting and Committee meeting agendas are posted in the lobby at City Hall and on the City website at www.waterloo.il.us.

COMMITTEE MEETINGS

Each of the City Aldermen is assigned by the Mayor to serve on a standing committee. Each committee consists of a chairman and four aldermen. The issues discussed by each standing committee are generally limited to matters that have been referred to the committee by the Mayor, Board of Aldermen or department manager.

These meetings are less formal than the City Council meetings. Generally, an item is scheduled for discussion at the committee level and a recommendation is formed to be presented to the City Council for further discussion at a Utility Meeting and then consideration and action at a City Council Meeting.

ROLES & RESPONSIBILITIES

MAYOR

The Mayor presides over meetings of the City Council. The Mayor is elected by a regular election.

MAYOR PRO TEM

The Mayor ProTem presides at meetings of the Council in the absence of the Mayor and when the Mayor abstains or is disqualified from presiding due to a conflict of interest.

BOARD OF ALDERMAN

The City Council constitutes the elected legislative and governing body of the City of Waterloo. It has the power and authority to adopt the City's laws, ordinances and resolutions.

CITY ATTORNEY

The City Attorney provides either written or oral opinions on questions of law, pertaining to items on the agenda.

CITY CLERK

The City Clerk keeps the official record of proceedings at Council meetings.

DEPARTMENT HEADS AND OTHER CITY EMPLOYEES

The head of any department or any employee of the City may attend meetings of the Council to address items on the agenda.

COUNCIL MEETINGS – ORDER OF BUSINESS

CALL TO ORDER

The Mayor opens the meeting by calling it to order.

OPENING OF A REGULARLY SCHEDULED MEETING

Attendees join in the recitation of the Pledge of Allegiance.

ROLL CALL

The City Clerk calls the roll to verify member attendance and record their vote in each issue of the meeting.

ITEMS FROM THE PUBLIC

Citizens may speak on any matter for which an agenda item is not scheduled later in the meeting. Speaking time is limited to 5 minutes per speaker during the Items from the Public portion of the regularly scheduled City Council meeting subject to the following provisions:

- Speakers will be limited to 5 minutes
- Speakers wishing to speak beyond that time limit may be recognized by the chair. The chair reserves the right to extend the speaking time.
- The Mayor will ask each speaker to state their name and address, and any group they are representing.

CONSENT AGENDA ITEMS

A representative of a group or an individual may give a presentation before Council by prior arrangement with the Administrative Staff or the City Council. Special citations or awards are presented during this section of the meeting. If you want to use a City –owned laptop for a presentation to the City Council, you must call the Collector/Budget Officer 24 hours in advance of the meeting to reserve equipment and arrange for setting it up. 618.939.8600 ext. 207.

CONSENT AGENDA

The Consent Agenda allows the Council to approve several items that are of a routine nature with one vote. Aldermen may request that an item on the Consent Agenda be removed and considered separately.

APPROVAL OF THE MINUTES

Council votes to approve the minutes of the previous meeting. Approved minutes become the official record of Council proceedings.

PROCLAMATIONS

The Mayor will read, or may ask an Alderman to read proclamations commemorating special occasions, groups or persons.

APPOINTMENTS

The Mayor makes appointments to local boards and regional entities or may form a sub-committee for a specific purpose and name its members.

COUNCIL REPORTS

Aldermen report on items of public interest, including announcements, citizen recognition, and committee liaison reports.

PUBLIC HEARINGS

A public hearing is the most formalized method used by the Council to collect information from citizens before taking action on a particular issue. Public hearings may be held and in some cases are required by law, on matters relating to public improvements, assessments, annexations, zoning, special permits, budget development, liquor licensing and federal grants. Council may hold a public hearing on any matter of interest to the community.

ORDINANCES

The ordinance is the most formal type of action Council can take. Municipal law is enacted or amended through the passage of ordinances.

STAFF REPORTS

The City Administrator, City Attorney and any Department Head or Staff member may present information as requested by Council or may bring items requiring action or attention to Council.

RECESS OR ADJOURNMENT

When there is no further business, the meeting is adjourned by Council motion and a vote.