

Meeting Order

Call To Order: The Mayor calls the Commission Meeting to order.

Pledge of Allegiance/Invocation: Commissioners take turns each meeting to start this procedure.

Approval of Minutes: Approval/corrections to the minutes of the last regular Commission Meeting.

Public Comments: An opportunity for citizens to bring issues or concerns not listed on the agenda to the attention of the Commission, as well as discuss existing agenda items. No formal Commission action will be taken on items not listed on the agenda.

Petitions/Ceremonial Matters: Special presentations, requests for City assistance or announcements for the Commission.

Report of the City Manager: Miscellaneous correspondence for Commission review; not necessarily agenda items. Includes monthly staff reports and meeting announcements.

Appropriation Ordinance: Statement of city expenditures to be approved by the Commission.

Ordinances and Resolutions: Ordinances that have been introduced by the Commission at a prior meeting. Public comment is invited at this time.

Old Business: Items continued from prior meetings.

New Business: Items to be reviewed and discussed by the Governing Body.

Public Hearings: Hearings on matters of important or legal requirement, often referred by the Planning Commission or other City body. Held on dates announced at a commission meeting or mailed notice and/or newspaper publication.

Consent Agenda: Composed of those items that require only routine review by the Commission. Only one motion is needed for the approval of all items listed on the Consent Agenda. Any member of the Commission, staff member or resident may require that a specific item be removed from the Consent Agenda for separate action.

Commissioner Comments: Concerns or recognition by each individual Commissioner.

Adjourn: A motion adopted formally ending the meeting.

Your participation is necessary in our mission to serve the citizens of Garden City. Please direct questions or comments regarding the information included in this pamphlet to the City Manager's Office at (620) 276-1160.

City Commission

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Your Guide to City Commission Meetings





Thank you for taking the time to read this informational guide to understanding how your city government operates. This aims to:

- Assist you in gaining a basic understanding of Garden City’s Government.
- Explain the proceedings used during Commission meetings.
- Explain how residents may express issues to the Governing Body and administrative staff.

City Government

The City of Garden City operates under a Commission/Manager form of government. The Commission, as a legislative body, represents the entire community.

The five Commission members serve at-large for staggered terms. Elections, held each odd-numbered year in April, select the two top vote-earners for four-year terms and the third place finisher for a two-year term. Each year in April, the Commission also elects one of its members to serve as Mayor for a one-year term.

The City Manager serves as the Chief Executive Officer and is responsible for the day-to-day administration of City operations.

Purpose of Commission Meetings

- To discuss and develop policy
- To direct staff to analyze, prepare reports, review and administer programs, services and projects for the City
- To establish/amend ordinances (laws) of the community and formally conduct the business of the government
- To provide citizens a forum in which to voice their concerns, grievances and appreciation to their elected representatives and the staff of the City

Agenda

The agenda is used as an official working guide from which the Commission conducts its meetings. It is prepared by the City Manager and City Clerk and includes current legislative, statutory and policy issues that must be reviewed by the Commission. The Commission cannot take action on an item that is not listed on the agenda.

While items are usually placed on the agenda at the request of the Commission or staff members, citizens wishing the Commission to review a particular item can send a written request to the City Commission or the City Manager, PO Box 998, Garden City, KS 67846. Requests can also be emailed to the city clerk at celyn.hurtado@gardencityks.us. The item will be reviewed in order to determine whether it should be addressed administratively, referred to a board or commission, or added to an upcoming Commission agenda.

The agenda may be reviewed online at www.garden-city.org, starting the Friday afternoon prior to a Commission meeting.

Addressing the Commission

Every effort is made to ensure that citizens have ample opportunity to address the commission.

Citizens may speak on any item on the agenda scheduled for public discussion and determination if directed to do so by the Commission. Items not listed on the agenda will be considered under “Public Comment.” Public comments are limited to five-minutes in order to permit all present to have an equal opportunity to speak.

Speakers should speak directly into the public microphone and state their name and address for the record. Presentations should be clear and concise. Groups and organizations are asked to designate a spokesperson whenever possible. Repetition of ideas expressed by other speakers should be avoided when possible.

