

<b>Agenda</b>	<b>CITY OF GOLD BAR</b>		
	<b>TOWN HALL MEETING</b>		
	Tuesday, January 20, 2026 7:00 PM CITY HALL		
WELCOME AND INTRODUCTION - MAYOR			
REVIEW OF MEETING PURPOSE, RULES, AND CONDUCT - CLERK STOWE			
SID MORING PARK PROJECT BACKGROUND – PUBLIC WORKS DIRECTOR			
CITIZEN COMMENTS (SIGN-IN REQUIRED, LIMITED TO 3 MINUTES DEPENDING ON NUMBER OF SPEAKERS)			
FINAL COMMENTS AND ADJOURNMENT - MAYOR			

## Town Hall Meetings

A town hall meeting is for members of a community to come together to discuss an issue of common concern. Government officials or agencies typically conduct these to present a new proposal that impacts the community or to discuss an emerging issue of concern. *The primary purpose is to provide information and collect feedback, not take action.*

A significant key to a successful town hall meeting is the inclusion of qualified, informed, and influential individuals to serve as moderator and panelists.

To prepare for a meeting, know precisely what you hope to achieve from the meeting.

Create and stick to an agenda. The agenda can include an exploration of potential solutions and discussion on the next steps needed to ensure that progress will be made. An agenda should include:

- A presentation or introduction outlining the issue and related information
- A discussion from council and/or staff on their perspectives of the issue
- Audience input/questions
- A break if needed, based on the pre-determined length of the meeting
- An agenda can be divided into topics such as defining the problem, finding solutions, or topics such as background overview, needs, finances, etc..

Create ground rules and hand them out before the meeting. Open the meeting with a brief overview of the ground rules. Ground rules should include:

- Time limits for each speaker/issue. While speakers have time limits, these are not as regulated as during a council meeting. For example, explain that each speaker will be given ten minutes and clarify that the time limit exists to allow everyone an opportunity to speak due to the allotted length of the meeting, that it's a guideline rather than concrete like during a council meeting, and that it can involve dialog with the panel and audience. Speakers still need to be called on; a town hall meeting is not a free-for-all.
- Explain that each person will be given an opportunity to speak, and if there is time left over they may be allowed to speak a second time. This rule again is less formal than a council meeting, meaning the moderator can choose to allow a longer time period or second round depending on need.
- Where, during a council meeting, dialog between the audience and council is not allowed, in a town hall meeting this type of interaction can be allowed as long as everyone understands that there is still a time limit and they still will not be allowed to interrupt or be disrespectful (see below).
- Include rules of behavior. While this type of meeting is more informal than a council meeting, participants must still respect speakers, be professional, avoid profanity/accusations, etc., not interrupt, avoid using time to repeat things said previously, sticking to the topic, recognizing the moderator as final authority, recognizing that they can be asked to leave or removed, etc.

Identify a strong moderator.

- The moderator leads interaction
- The moderator is a critical factor in determining a meeting's success or failure.
- Ideally the moderator should have some familiarity with the issue but that knowledge may be secondary to skills in keeping a meeting moving and on point.
- The moderator should, however, thoroughly understand the objective of the meeting.
- The moderator should not allow the agenda to be hijacked by either panelists or audience members.
- The moderator should be able to insert questions or topics to keep the meeting moving as necessary.
- The moderator should be skilled enough to achieve a consensus or be able to sum up themes, comments, next steps, concerns, etc.
- The moderator works to avoid the meeting devolving into a non-productive rehashing of hardened positions and maintains focus.
- The moderator tries to point focus toward finding creative solutions not rehashing old arguments.

Include panelists and speakers.

- The Council would be panelists but they do not necessarily have to be at this meeting. If they are, it must be posted as a work meeting/town hall meeting where no action will be taken, following posting requirements for open public meetings.

Consider holding a pre-meeting with the moderator and other key participants to discuss potential questions or problems and how to effectively respond.

Encourage attendees to submit questions ahead of time. If you notice a common theme among the questions submitted in advance, open the meeting by responding to those first.

Before the meeting:

- Disseminate the date and time of the meeting
- Include the agenda
- Include any ground rules

During the meeting:

- Welcome everyone, thank them for participating
- Introduce the moderator and anyone who might be responding to questions
- Make the agenda available to everyone
- Make sure everyone signs in
- Make sure any handouts are available
- Make sure everyone knows what to expect in how the meeting will be run (ground rules – should be a handout)
- Explain the main purpose of the meeting

- Be very clear about the length of the meeting and have a pre-determined end time
- Make sure as many people as possible have the opportunity to be heard. Don't let a vocal minority dominate
- If a topic requires more in-depth discussion offer to meet outside the town hall meeting
- Take detailed notes
- At the end, make sure everyone knows what the next steps will be even if the next step is nothing more than an agreement by all to meet again for further discussion.

After the meeting:

- Assign follow-up responsibilities and deadlines
- Create a public tool for people to continue asking questions and providing feedback
- Thank participants for attending
- Distribute a post-event survey or summation
- Communicate when ideas from the meeting will be decided on or implemented

## **City of Gold Bar Citizen Comment Period During Town Hall Meetings**

Town Hall Meetings are an opportunity for the city council and members of the community to discuss issues of common concern in a less rigid format than a council meeting. However, there are still rules that apply.

- The meeting will have a specified time limit.
- The amount of time allotted to each person to comment will depend on how many people attend the meeting and the length of the meeting.
- The comment period exists to allow fair, respectful, and productive dialog from the community in a safe and welcoming space.
- The council has more freedom to engage in dialog than in a council meeting.
- No action will be taken by the council during a town hall meeting.
- Anyone wishing to speak during the meeting must sign in on the sheet provided.
  - If attending virtually, the mayor will ask those who wish to speak to signal prior to being called on.
- Each person is allowed a specific amount of time to speak.
  - If a person does not end their comments when time is up the gavel will be used, one verbal warning will be issued, and/or the mayor may choose to use the Chief of Police to escort the person to their seat, or out of the building.
  - If attending virtually, the mayor may mute, or end, the person's participation.
- It is unlawful to engage in disorderly, disruptive, disturbing, delaying, or boisterous conduct where such conduct substantially interrupts, delays, or disturbs the peace and good order of the meeting.
  - Such behavior includes, but is not limited to, handclapping, stomping of feet, whistling, making noise, use of profane language or obscene gestures, yelling or similar demonstrations, which conduct substantially interrupts, delays, or disturbs the peace and good order of the proceedings of the council.
  - Signage, flags, posters, or similar objects that block views or disrupt proceedings are included in behavior that is unlawful. Signage, flags, posters, etc., may be displayed at the back of the chambers where their presence does not disrupt the proceedings.
  - Such disorderly conduct is unlawful whether committed by citizens, the council, the mayor, and/or city staff.

***Respect and courtesy are expected from all parties.***