Participants

The Mayor is the presiding officer at Council meetings. He/she calls the meetings to order and conducts the meeting in an orderly parliamentary manner.

The City Council, as the governing body of the City of Papillion, is responsible for consideration of any matters brought to its attention or initiated by the body, staff or public.

City staff provides information to assist in Council deliberations. City staff is also available to answer questions regarding agenda items.

The City Administrator reports on various matters affecting the City and makes recommendations on measures which are deemed necessary for the good of City government.

The City Clerk takes the minutes and records the Council’s vote on all items of business. Minutes are available for public inspection in the office of the City Clerk 10 business days after a meeting.

The City Attorney provides legal advice to the Council.

Citizen Participation

Citizen participation in Council meetings is invited and encouraged by the City Council. The public is welcome at all City Council meetings. Citizens may speak during any agenda item when the Mayor calls for proponents and opponents. To assure fair consideration of each item and to allow all viewpoints to be presented, the following are general rules:

- Each person wishing to address the Council should sign in. Sign in sheets are located at the podium near the entrance of Council Chambers.
- Each person wishing to address the Council should approach the microphone at the podium and state their name and address.
- Each person is allowed 5 minutes to speak. Please do not repeat points made by other speakers.

Elected Officials

Mayor
David P. Black 402-827-1111 info@papillion.org

City Council
Ward I
Gene Jaworski 402.592.3946 majgene@cox.net
James Glover 402.339.3087 papiojim@gmail.com

Ward II
Steve Engberg 402.339.1368 sengberg@cox.net
Jason Gaines 402.714.0421 jgaines@papillion.org

Ward III
Troy Florance 402.331.6798 florance2@msn.com
Lu Ann Kluch 402.592.5636 lakluch@cox.net

Ward IV
Tom Mumgaard 402.339.5833 tmumgaard@papillion.org
Bob Stubbe 402.339.7356 rstubbe@papillion.org

City Administration

City Administrator Dan Hoins
402-827-1111 dhoins@papillion.org

Assistant City Administrator Christine Myers
402-597-2029 cmyers@papillion.org

City Clerk Elizabeth Butler
402-597-2021 cityclerk@papillion.org

City Attorney Karla Rupiper
402-829-0500 krupiper@papillion.org
Regular Agenda Items — These items require individual consideration from City Council and include Ordinances, Public Hearings and Resolutions.

Ordinances — Ordinances are laws that govern the City. They are the most formal type of Council action and may be repealed or changed only by another ordinance. Ordinances are written by the City and must be consistent with State Law. Each ordinance takes three separate readings to be held at three separate City Council meetings:

- **First Reading** — A Councilmember introduces the ordinance to officially make it public.
- **Second Reading** — The public hearing at which time anyone can speak as a proponent or opponent.
- **Third and Final Reading** — City Council discusses the ordinance and votes on it.

Unless the ordinance contains an emergency clause, the ordinance becomes effective 15 days after passage.

Public Hearings — A public hearing is a formal process intended to solicit public comment. A public hearing is structured in part to meet legal requirements. During a public hearing, the Mayor will open the public hearing and call for proponents and opponents. After everyone is done speaking, the Mayor will close the public hearing.

Resolutions — A resolution is a formal statement by the Mayor and City Council and is generally an item of routine nature. They only appear once before Council.

Committee Reports — According to City Code, the Mayor appoints members of the City Council to form standing committees. The committee chair provides the report.

Comments from the Floor — During this portion of the meeting, anyone can speak. Please note, City Council can only take action on agenda items and therefore cannot take action on comments from the floor. If an item needs Council approval, it will need to be placed on a future agenda.

Comments from the Mayor and Council Adjournment

**Welcome to your Papillion City Council Meeting**

This pamphlet is provided by the City to assist you in gaining an understanding of Papillion city government, to explain the procedures used during Council meetings, and to emphasize the value of citizen participation.

**Papillion City Government**

Papillion is a City of the first class and has a Mayor/Council form of government. The Mayor is elected at large by popular vote of the people for a four-year term. The City of Papillion is divided into four wards, each ward represented by two council members for a total of eight council members. Every two years, four of the council seats are open for election (one seat in each ward). To run for a Council seat, the individual must be a registered voter and reside in the ward from which he or she is elected.

The City Council, as the legislative division, adopts ordinances and determines policy which directs City government. Each December, the City Council elects one of its members as president, and in the absence of the Mayor, the president presides at meetings of the Council.

The Mayor presides at all meetings of the City Council and votes only when his/her vote would be the deciding vote. The Mayor has the power to veto any ordinance or resolution. A super majority vote, or 6 votes, of the Council is required to override the Mayor's veto.

**Council Meetings**

City Council meetings involve making and amending laws, developing policy and making decisions for the governance of Papillion. City Council meets on the first and third Tuesdays of each month at 7:00 PM in City Hall Council Chambers, 122 East 3rd Street. All meetings are open to the public. Special meetings of the Council are held as needed.

An agenda, along with a packet of supporting documentation, is prepared on the Friday of each week prior to the Tuesday Council meeting.

The Mayor, City Council and staff place items on the agenda. A member of the public can request an item on an agenda by contacting their Councilmember.

Agendas are available in the Office of the City Clerk during regular business hours Monday through Friday and on the internet at www.papillion.org. Council meetings are broadcast throughout the week on Channel 18.

**Order of Business**

- **Roll call**
- **Pledge of allegiance**
- **Affidavit of publication**
- Public announcement that a current copy of the Open Meeting Act is posted in the City Council chambers
- **Proclamations**
- **Oath of office**
- **Presentations**
- Administrator's report

Consent agenda items — These include items of routine non-controversy matter of the City. All of the items listed under this section are approved by City Council with one vote.