

CHAPTER 31: CITY COUNCIL

Section

- 31.01 City Council meetings
- 31.02 Presiding officer
- 31.03 Minutes
- 31.04 Order of business
- 31.05 Voting
- 31.06 Ordinance, resolutions, motions, petitions and communications
- 31.07 Suspension or amendment of rules
- 31.08 Compensation of Mayor and Council Members
- 31.09 Compensation of officers and employees
- 31.10 Quorum for conducting business
- 31.11 Fees and charges

§31.01 CITY COUNCIL MEETINGS.

(A) *Regular meetings.* Regular meetings of the City Council shall be held at least once each month, at a date, time and place as established by the City Council. All meetings, including special and adjourned meetings, shall be held in the city hall unless the City Council decides otherwise at a prior meeting, or meeting in the city hall is impossible.

(B) *Special meetings.* The Mayor or any two members of the City Council may call a special meeting of the City Council upon at least three days' written notice to each member of the City Council, the official newspaper, and all appropriate and involved parties. This notice shall be delivered personally to each member or shall be left at the member's usual place of residence with some responsible person. Pursuant to M.S. § 471.705, as it may be amended from time to time, written notice of any special meeting shall be posted giving the date, time, place and purpose of the meeting at least three days before the meeting. Written notice shall be mailed at least three days before the meeting to anyone who has filed a written request for notice of special meetings. In calculating the three days, if the last day falls on a Saturday, Sunday or legal holiday, the next regular business day shall be counted as the third day.

(C) *Emergency meetings.* Notice of emergency meetings shall be given as required by M.S. §471.705, Subd. 1c(c), as it may be amended from time to time. An emergency meeting is a meeting defined by M.S. §471.705, Subd. 1c(c), as it may be amended from time to time.

(D) *Initial meeting.* At the first regular City Council meeting in January of each year, the City Council shall:

- (1) Designate the depositories of city funds;
- (2) Designate the official newspaper;
- (3) Choose one of the Council Members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the city or, in case of a vacancy in the office of Mayor, until a successor has been appointed and qualifies;
- (4) Appoint officers and employees and members of departments, boards, commissions and committees as may be necessary;
- (5) Establish and appoint Council Members to those City Council committees as are deemed appropriate for the efficient and orderly management of the city.

(E) *Public meetings.* All City Council meetings, including special, emergency and adjourned meetings and meetings of City Council committees, shall be conducted in accordance with the Minnesota Open Meeting Law, M.S. § 471.705, as it may be amended from time to time.

§31.02 PRESIDING OFFICER.

(A) *Who presides.* The Mayor shall preside at all meetings of the City Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the City Administrator/Clerk-

Treasurer shall call the meeting to order and shall preside until the Council Members present at the meeting choose one of their number to act temporarily as presiding officer.

(B) *Procedure.* The presiding officer shall preserve order, enforce any rules of procedure adopted by the City Council, and determine without debate, subject to the final decision of the City Council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by the rules of procedure, the proceedings of the council shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

(C) *Appeal procedure.* Any member may appeal to the City Council a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain the ruling, but no other Council Member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present, including the presiding officer.

(D) *Rights of presiding officer.* The presiding officer may make motions, second motions or speak on any question.

§31.03 MINUTES.

(A) *Generally.* Minutes of each City Council meeting shall be kept by the Deputy City Clerk. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions and claims need not be recorded in full in the minutes if they appear in other permanent records of the City Administrator/Clerk-Treasurer and can be accurately identified from the description given in the minutes.

(B) *Approval.* The minutes of each meeting shall be reduced to typewritten form, shall be signed by the Deputy City Clerk, and copies thereof shall be delivered to each Council Member with the Agenda for the next meeting. At the next regular City Council meeting following the delivery, approval of the minutes shall be considered by the City Council. The minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the City Council. If there is an objection, the City Council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.

§31.04 ORDER OF BUSINESS.

(A) *Order established.* Each meeting of the City Council shall convene at the time and place appointed therefore. City Council business shall be conducted in the following order unless varied by the presiding officer:

- (1) Call to order.
- (2) Public Hearings (if any).
- (3) Roll call.

- (4) Approval of minutes.
- (5) Approval of bills to be paid.
- (6) Petitions, requests, and communications.
- (7) Ordinances and resolutions.
- (8) Reports of officers, boards, and committees.
- (9) Unfinished business
- (10) New business.
- (11) Miscellaneous.
- (12) Adjournment.

(B) *Petitions and agenda.* Petitions and other papers addressed to the City Council shall be read by the City Administrator/Clerk-Treasurer upon presentation of the same to the City Council. All persons desiring to present new business before the City Council shall inform the City Administrator/Clerk-Treasurer thereof at least 72 hours before new business is to be heard; and an agenda of the new business shall be prepared for submission to the City Council on or before the time of the next regular meeting.

§31.05 VOTING.

The votes of the Council Members on any question may be taken in any manner which signifies the intention of the individual members, and the votes of the Council Members on any action taken shall be recorded in the minutes. A majority vote of all members of the council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases. The vote of each Council Member shall be recorded on each appropriation of money, except for payments of judgments, claims and amounts fixed by statute. If any Council Member is present but does not vote, the minutes, as to his or her name, shall be marked "Present-Not Voting."

§31.06 ORDINANCES, RESOLUTIONS, MOTIONS, PETITIONS AND COMMUNICATIONS.

(A) *Signing and publication proof.* Every ordinance and resolution passed by the City Council shall be signed by the Mayor, attested by the City Administrator/Clerk-Treasurer, and filed by the Deputy City Clerk in the ordinance or resolution book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

(B) *Repeals and amendments.* Every change made in this Code which amends or repeals a previous section thereof, shall give the number and title of the section of this Code to be repealed in

whole or in part. Each ordinance amending an existing and un-repealed ordinance or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment. Resolutions amending or repealing previously passed Resolutions shall set forth in full each amended or repealed section to be replaced by the new wording.

§31.07 SUSPENSION OR AMENDMENT OF RULES.

These rules may be suspended by a majority vote of the council members.

§31.08 COMPENSATION OF MAYOR AND COUNCIL MEMBERS.

The compensation of the Mayor and the compensation of each Council Member shall be established from time to time by City Council ordinance pursuant to M.S. §415.11, as it may be amended from time to time. The current ordinance shall be attached to this code.

§31.09 COMPENSATION OF OFFICERS AND EMPLOYEES.

Officers and employees of the city shall be compensated at a rate as established from time to time by City Council resolution.

§31.10 QUORUM FOR CONDUCTING BUSINESS.

(A) A quorum shall consist of a majority of the entire City Council, including the Mayor. A quorum shall be necessary to transact the business of the City Council.

(B) If no quorum is present, the City Council shall not thereby stand adjourned, but the members present shall adjourn or recess the City Council by a majority vote.

§31.11 FEES AND CHARGES.

The City Council may enact an annual resolution establishing those fees and charges that are authorized by this code. Until that resolution becomes effective, all fees and charges established by ordinance or resolution prior to the adoption of this code shall remain in effect. All fees and charges established by the resolution establishing fees and charges may be amended from time to time by amendment of that resolution. A copy of the table of current fees so authorized shall be attached to this chapter.