

CHAPTER II

CITY COUNCIL

Section 200 - Elections

200.01. Regular election date. The regular city election is held on the first Tuesday after the first Monday in November in the years conforming to the schedule set out in the city charter.

200.03. Applicable state law. City elections shall be held according to the provisions of the Minnesota election law and applicable provisions of the city charter.

Section 205 - Rules of council procedure

205.01. Regular meetings. Regular meetings of the council are held on the second and fourth Tuesdays of each month at 7:00 p.m. at the city hall. If any such Tuesday is a legal holiday, the meeting shall be held on the next following day at the same hour and place. (Amended, Bill No. 2000-6; Bill No. 2001-15; Bill No. 2007-4)

205.03. Special meetings. The mayor or any two members of the council may call a special meeting of the council upon at least 12 hours written notice to each member of the council. The notice shall be delivered personally to each member or shall be left at his usual place of residence with some responsible person.

205.05. Order of business. At the hour appointed for the meeting the members shall be called to order by the mayor. The clerk shall note the absentees. If a quorum is present the council shall then proceed with its business. The items of business and order of business shall be determined from time to time by resolution of the council. (Amended, Bill No. 1998-22)

205.07. Minutes. Subdivision 1. Approval of minutes. The clerk shall provide a printed copy of the minutes of each meeting to each council member as soon as possible after each meeting. If such printed copies have been distributed to council members in advance of the next regular meeting of the council the minutes may be approved without verbatim reading. Amendments or corrections proposed by any member of the council shall be made by the clerk, but no amendment to which objection is raised by any member shall be made without the approval of a majority of the council.

Subd. 2. General contents of minutes. The clerk shall record all material matters considered by the council in the minutes. Ordinances, resolutions, communications and claims considered by the council need not be recorded in full in the minutes if they appear in other permanent records of the clerk and can be accurately identified from the description given in the minutes. The council may in its discretion direct that any one of the above be fully set out in the minutes.

Subd. 3. Copies of ordinances, reports and resolutions. All ordinances and resolutions introduced before the council shall be assigned a file number by the clerk. Copies of any proposed ordinance shall be available for inspection by the public.

205.09. Council agenda. Subdivision 1. Contents. The manager shall prepare an agenda for each regular meeting. The agenda shall include the items of business as determined from time to time by resolution of the council. (Amended, Bill No. 1998-22)

Subd. 2. Completion of agenda: deadline. The agenda for any regular meeting shall be compiled and completed by 4:30 p.m. on the Friday preceding a meeting. The council may by resolution establish rules for considering items not appearing on the agenda, including items brought to the council's attention by members of the general public. (Amended, Bill No. 1998-22)

Subd. 3. Consent calendar. In the preparation of the agenda for a meeting, the city manager may place certain items of business on a consent calendar. A member of the council wishing to remove any item from the consent calendar may do so at the time that the consent calendar is reached on the general council agenda. Any item removed from the consent calendar shall become one of the regular agenda items of the meeting and shall be taken up after the consent calendar. All items not so removed from the consent calendar may be passed by a single, non-debatable motion. Matters proposed by the city manager for the consent agenda shall be those which the manager deems to be of a routine, non-controversial nature.

205.11. Ordinances and resolutions. Subdivision 1. Introduction and adoption. All legislation of the city shall be by ordinance. Ordinances, resolutions and other matters requiring council action shall be introduced by a member of the council. The manager may present ordinances, resolutions and other matters for consideration.

Subd. 2. Readings. Every ordinance shall receive two readings before the council prior to final adoption. An ordinance need not be read in full unless a member of the council requests such a reading.

Subd. 3. Emergency ordinances. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health and morals, safety, or welfare in which the emergency is defined and declared in the preamble. An emergency ordinance must be adopted by the unanimous vote of the council members present.

Subd. 4. Amendments. Amendments may be made to a proposed ordinance after either its first or second reading.

Subd. 5. City charter provisions. The procedure for the adoption of ordinances and resolutions shall conform to the requirements of the charter.

205.13. Rules of order. Subdivision 1. Presiding officer. The mayor shall preside at council meetings, preserve order and decorum, and decide questions of order. The mayor's duties under this subdivision shall be in addition to his duties, rights and privileges as a council member.

Subd. 2. Special rules. The following special rules apply to council procedure:

(a) a member may be excused from voting on a matter properly before the council only with the unanimous consent of the other members present, unless the member is required by law to abstain from voting; (Amended, Bill No. 1998-22)

(b) a motion before the council shall be reduced to writing by the clerk at the request of any council member; and

(c) such other special rules as may be adopted by ordinance or resolution as the council from time to time deems necessary.

Subd. 3. General rules. Except as otherwise provided in this code or in rules of procedure adopted from time to time by resolution of the council, council parliamentary procedure is governed by the latest printed edition of "Sturgis Standard Code of Parliamentary Procedure". (Amended, Bill No. 1998-22)

Subd. 4. Suspension of rules. The operation and effect of a rule set forth in this subsection may be suspended upon the unanimous vote of the council.

205.15. Attendance at council meetings. Attendance of council members at meetings is one of the most important duties imposed by law on members. Member presence to participate in the hearings, deliberations and decisions of the council is essential to the proper discharge of the member's official duties. Recognizing that it is not always possible for a member to be present at all meetings, and that by reason of business demands, state of health, personal problems, vacations and other matters occasional absences are excusable, the following rules apply to absences of council members from meetings when invoked by resolution of the council:

(a) such rules shall remain in effect until the end of the calendar year during which the resolution is passed unless revoked prior to that time by resolution of the council;

(b) unless excused by a majority of the city council, a member of the council may not be absent from any regular meeting or from such special meetings as the council may specify in the resolution;

(c) for each unexcused absence from a regular or special meeting of the council each council member may be penalized by a fine of not to exceed \$75, and the mayor may be penalized by a fine of an amount not to exceed \$100, but the resolution may specify a lesser penalty for absence from a special meeting than a regular meeting;

(d) any member of the council desiring to be excused shall insofar as possible give advance notice to the manager, stating (i) the meeting at which the member will be absent, (ii) the member's reason for being absent and, (iii) the member's location during the meeting.

(Amended, Bill No. 2000-3)

Section 210 - Compensation of mayor and council members

210.01. Compensation of council. Subdivision 1. Mayor. The annual salary of the mayor as of January 1, 2010 is \$9,979. Effective January 1, 2011, the salary of the mayor shall be increased by a percentage that is the lesser of 3.5 percent or the percentage increase in the annual pay structure granted on January 1, 2008 to Management and General Services pay plans. (Amended, Bill No. 1987-18; Bill No. 1988-14; Bill No. 1992-5; Bill No. 1994-10; Bill No. 1998-9; Bill No. 2000-9; Bill No. 2002-18; Bill No. 2004-4; Bill No. 2008-2; Bill No. 2010-1)

Subd. 2. Council. The annual salary of a member of the council as of January 1, 2010 is \$7746. Effective January 1, 2011, the salary of a member of the council shall be increased by a percentage that is the lesser of 3.5 percent or the percentage increase in the annual pay structure granted on January 1, 2010 to Management and General Services pay plans. (Amended, Bill No. 1992-5; Bill No. 1994-10; Bill No. 1998-9; Bill No. 2000-9; Bill No. 2002-18; Bill No. 2004-4; Bill No. 2008-2; Bill No. 2010-1)

Subd. 3. Compensation adjustment. Effective January 1, 2011, the annual salary of the mayor and a member of the council as provided in Subdivision 1 and 2 above shall be increased by a percentage that is the lesser of 3.5 percent or the percentage increase in the annual pay structure granted on January 1, 2010 to Management and General Services pay plans. (Amended Bill No 2002-18; Bill No. 2004-4; Bill No. 2008-2; Bill No. 2010-1)

Subd. 4. Payable. Salaries of members of the council are payable bi-weekly.

Subd. 5. Salary review. The council shall review the salaries set by this section by May 1 in each year in which an election is held pursuant to section 200 of this code. An ordinance amending the salaries as established in this section must not take effect until after the next succeeding municipal election. (Amended, Bill No. 1988-18; Bill No. 2006-19)