

CHAPTER II

COUNCIL - CITY

SECTION 200 - COUNCIL RULES AND PROCEDURES

200.01. Regular and special meetings. Regular meetings of the council are held on the second Tuesday of each month in the council chambers of the city hall at 7:00 p.m. unless otherwise specified by council resolution. Meetings may be adjourned from time to time to a specified date or subject to the call of the mayor. Meetings of the council must be open to the public. A scheduled meeting falling on a legal holiday is held on the next following business day.

200.03. Quorum. A majority of councilmembers elected constitutes a quorum, but a smaller number may adjourn from time to time.

200.05. Presiding officer and secretary. The mayor presides at meetings of the council. The council must choose from its members an acting mayor. The administrator is the secretary of the council.

200.07. First meeting. At the first regular meeting of the council in each year, the council must designate an official newspaper and depositories for official funds. The council may appoint such committees as it deems necessary.

200.09. Council rules; presiding officer. The presiding officer must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. The council may make and change its own rules from time to time by resolution duly adopted and any such changes supersede Roberts Rules. The presiding officer may speak on any question being considered, and has the rights, privileges, and duties of any other member of the council.

200.11. Motions reduced to writing. A motion must be reduced to writing at the request of any member present. Ordinances and resolutions must be presented in writing. The roll call vote of each councilmember on the passage of an ordinance must be recorded in the minutes.

200.13. Signing and publishing of ordinances. Ordinances must be signed by the mayor, attested by the administrator, published after their passage by the council, and recorded by the deputy clerk in a properly indexed book kept for that purpose. Ordinances may be published in summary form as authorized by law.

200.15. Special meetings. Special meetings of the council may be called in the manner provided by law.

200.17. Decorum. A person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the council, may be barred from further audience before the council meeting by the presiding officer unless permission to continue be granted by a majority vote of the council. Meetings must be conducted in an orderly manner and proper decorum must be maintained by the mayor throughout the meetings.

200.19. Council procedure at regular meetings. Subdivision 1. Agenda. The administrator must prepare the following items: (i) an agenda for the forthcoming meeting; (ii) a compiled list of all claimants who have filed verified accounts claiming payment for goods or services rendered the city during the preceding month, such list to be called the "claim report" and bearing headings "claimant", "purpose" and "amount"; (iii) a copy of all minutes to be considered; and (iv) copies of such other proposals, communications or other documents as the administrator deems necessary or proper for advance consideration by the council. The administrator must mail or deliver to each member of the council copies of these documents.

Subd. 2. Rules. Roberts' rules of order (newly revised) or Sturgis Standard Code of Parliamentary Procedure, as designated by the council, govern all council meetings as to procedural matters not set forth in this code or by law.

Subd. 3. Matters inappropriate for consideration at a meeting may not be considered except (i) with the unanimous consent of the members of the council, or (ii) scheduled public hearings or bid lettings at the time stated in the notice. Claims for payment from the city must be filed at or before 12:00 o'clock noon on the Thursday preceding the regular council meeting at which it is to be considered.

200.21. Administrative appeals. Subdivision 1. Procedure. A person aggrieved by a decision of the administrator or any other city official, or any board or commission not having within its structure an appellate procedure, may request a hearing before the council upon serving a written request therefor upon the mayor and administrator at least five days prior to any regular council meeting. A request must contain a general statement setting forth the administrative decision to be challenged by the appellant. At the hearing the appellant may present evidence but the city is not required to keep a verbatim record of the proceedings. The official presiding at the hearing may adjourn the hearing to a more convenient time or place.

Subd. 2. Rules of procedure for appeals and other hearings. The council may adopt by resolution written rules of procedure to be followed in all administrative appeals and other hearings to be held before the council or a board or commission authorized to hold hearings.

SECTION 205 - SALARIES OF ELECTED OFFICIALS

205.01. Council salaries. Subdivision 1. Mayor. The salary of the mayor is \$2,500 per annum. (Amended, Ord. No. 34, Third Series)

Subd. 2. Councilmembers. The salary of each member of the council is \$1,900 per annum. (Amended, Ord. No. 34, Third Series)

Subd. 3. Payments. The salaries of the mayor and councilmembers are payable annually on or before December 31.

Subd. 4. Special meetings. Each councilmember is to be paid an additional \$35 for each special council meeting attended. The mayor is to be paid on additional \$50 for each special meeting attended. (Amended, Ord. No. 34, Third Series)

Subd. 5. Other meetings. The mayor and each councilmember are to be paid \$55 per day and \$25 per half day for attendance at city related business meetings outside the city limits. (Amended, Ord. No. 34, Third Series)

205.03. Workers' compensation. The mayor and councilmembers, elected or appointed to an unexpired term, are covered by the city's workers' compensation insurance.

SECTION 210 - CITY ELECTIONS

210.01. General. Elections in the city are conducted in accordance with the general election laws of the state of Minnesota.

210.03. Election dates. General elections are held on the first Tuesday after the first Monday in November in even numbered years. The council may set the date for a special or primary election by resolution.

210.05. Filing for office. The council must by resolution fix the dates within which candidates for municipal office must file in any municipal election, except that in the case of primary elections, the filing dates are those provided by law.