

City of Delano
County of Wright
State of Minnesota

Ordinance O-23-16

**AN ORDINANCE AMENDING DELANO CITY CODE CHAPTER 2, SECTION 201.01, RELATING TO MEETINGS
OF THE CITY COUNCIL**

THE CITY COUNCIL OF THE CITY OF DELANO ORDAINS:

Section 1. City Code Chapter 2, Section 201.01, Subdivision 1, is amended to add the underlined language and delete the ~~strikethrough~~ language, as follows:

Subd. 1. Regular Meetings. Regular meetings of the Council shall be held on the first Tuesday, ~~the and~~ third Tuesday, and the last Tuesday of each calendar month at 7:00 p.m. If the date of regular meeting is changed, notice of the same shall be provided pursuant to Section 201.01, Subd. 3. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place unless otherwise specified in the manner for giving notice of special meetings. In addition to the notice requirements herein, the Council may announce a date of change regarding a regular meeting at the meeting preceding the one to be changed. All meetings, including special and adjourned meetings, shall be held in the City Hall unless the Council decides otherwise at a prior meeting, or meeting in the City Hall is impossible.

A. Regular Meeting Procedure.

The City Administrator or the City Administrator's designee shall prepare the following items for regular meetings, as applicable for each meeting:

1. An agenda for the forthcoming meeting;
2. A copy of all Council minutes to be considered, reviewed and approved;
3. Minutes and proposals from advisory boards and commissions
4. Applications for land use, license, permit or other applications that require Council action, but only if the applicant has submitted a complete application, and the City Administrator deems the application appropriate for consideration at the meeting, given the Council's workload for the meeting and other available meeting dates when the application might be considered consistent with legal requirements;
5. Copies of other proposals, communications or documents the City Administrator or a Council member deems necessary or proper for consideration by the Council;
6. Miscellaneous administrative activities which the City Administrator deems appropriate for Council Review; and

City of Delano
County of Wright
State of Minnesota

Ordinance O-23-16

7. A compiled list of all claimants who have filed verified accounts claiming payment for goods or services rendered to the City.

The City Administrator shall forthwith cause to be mailed, delivered or electronically transmitted to each member of the Council copies of all of the above listed documents that are available in advance of the meeting.

B. Regular Meeting Order of Business.

~~The order of business at regular meetings shall be as follows:~~

1. ~~Call to Order.~~
2. ~~Invocation.~~
3. ~~Pledge of Allegiance.~~
4. ~~Roll Call and Approval of Agenda.~~
5. ~~City Council Minutes.~~
6. ~~Speakers, Presentations and Awards.~~
7. ~~Consent Agenda.~~
8. ~~City Strategies/Current Business.~~
9. ~~Other Business.~~
10. ~~Communications and Announcements.~~
11. ~~Miscellaneous.~~
12. ~~Claims, appropriations and contract payments; and~~
13. ~~Executive Session.~~
14. ~~Adjournment.~~

Section 2. City Code Chapter 2, Section 201.01, Subdivision 14, is amended to add the underlined language and delete the ~~strikethrough~~ language, as follows:

Subd. 14. Meetings Conducted By Interactive Technology Television. A City Council meeting may be conducted by interactive technology as permitted by Minnesota Statutes Sections 13D.02 and 13D.021, ~~television if all of the following provisions are met:~~

- A. ~~At least one member of the Council is physically present at the regular meeting location.~~
- B. ~~All members must be able to hear and see each other and all discussion and testimony presented at any location at which at least one member of the Council is present.~~
- C. ~~All members of the public at the regular meeting location must be able to hear and see all discussion and testimony and all votes of all members of the Council.~~

City of Delano
County of Wright
State of Minnesota

Ordinance O-23-16

D. ~~Each location at which a member of the Council is present must be open and accessible to the public.~~

Section 3. Effective Date. This ordinance shall be effective upon passage and publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF DELANO, MINNESOTA THIS 19th DAY OF DECEMBER, 2023.

Signed:

Holly Schrupp

Holly Schrupp, Mayor

Paula Bauman

Attest: Paula Bauman, Administrative Services Director