

CHAPTER 2 **OPERATIONS AND ADMINISTRATION**

SECTION 201.01. COUNCIL MEETINGS.

Subd. 1. Regular Meetings. Regular meetings of the Council shall be held on the first Tuesday and third 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:

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
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.

Subd. 2. Special Meetings. The mayor or any two members of the Council may call a special meeting of the Council. At the special meeting, the Council shall transact only that business for which notice has been provided. Notice of a special meeting shall be by writing filed with the Clerk who shall then mail, email or otherwise deliver a notice of the time and place of the meeting to all Council members at least 1 day before the meeting. Where all Council members are present at a special meeting and take part in the proceedings, failure to give notice in the manner provided shall not invalidate the proceedings nor any action taken at the special meeting.

Subd. 3. Notice to Public. For all special meetings, except emergency meetings or special meetings for which a notice requirement is otherwise expressly established by statute, the City Clerk shall post, at least **3 days** before the date of the meeting, a written notice of the date, time, place and purpose of the meeting in the City Hall where other notices are generally posted.

Subd. 4. Notice Pursuant to Special Request. Any person may file a written request for notice of special meetings with the City. A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the written notice provided below need be given to that person concerning special meetings involving those subjects only. Each written request shall expire December 31 of each year and must be refiled to remain effective. Prior to December 31 of each year, the City Clerk shall send out notices of the refiling requirement to each person who filed during the previous year. The City Clerk shall mail or otherwise deliver a written notice of special meetings, at least **3 days** before the date of the meeting, except an emergency meeting, to each person who has filed the request therefore. As an alternative to mailing notices to persons who have filed written requests, the City may publish the notice once, at least three days before the meeting in the official newspaper.

Subd. 5. Calculation of Days for Providing Special Meeting Notice. In calculating the number of days for providing notice for special meetings, the first day that the notice is given shall not be counted, but the last day shall be counted. If the last day is a Saturday, Sunday or a legal holiday, that day is omitted from the calculation and the following day is considered the last day.

Subd. 6. Actual Notice. If any person receives actual notice of a special meeting at least 24 hours prior to the meeting, all notice requirements of this Section are satisfied with respect to that person.

Subd. 7. Emergency Meetings. Notice of a special meeting may be dispensed within a situation which requires immediate emergency action. In determining what constitutes such an emergency, the Council shall consider whether the situation calls for immediate action involving the protection of the public peace, health or safety.

Subd. 8. Notice. Mailed notice to Council members is not required for any emergency meeting. Posted public notice is not required for an emergency meeting. After notice of an emergency meeting has been given to Council members by telephone or any other method, the City Clerk shall make good faith efforts to provide notice of an emergency meeting by telephone or by any other method used to notify the members of the Council to each news medium which has filed a written request for such notice pursuant to Section 201.01, Subd. 4., provided such request includes the news medium's telephone number.

Subd. 9. Unrelated Matters. If the Council discusses or acts upon matters not directly related to the emergency meeting, the minutes of the meeting shall include a specific description of such matters.

Subd. 10. Recessed Meetings. If a meeting is a recessed session of a previous meeting, and the date, time and place of the recessed meeting was established and announced during the previous meeting and recorded in the minutes of that meeting, then no additional public notice is necessary.

Subd. 11. Open Meeting Law. All Council meetings including special and adjourned meetings and meetings of Council committees, shall be conducted in accordance with the Minnesota Open Meeting Law.

Subd. 12. Presiding Officer. The mayor shall preside at all meetings of the Council. In the absence of the mayor, the mayor pro-tem shall preside. In the absence of both, the Clerk shall call the meeting to order and shall preside until the Council members present at the meeting choose one of their members to act temporarily as presiding officer.

Subd. 13. Procedure. The presiding officer shall preserve order, enforce the rules of procedure herein prescribed, and determine without debate, subject to the final decision of the Council on appeal, all questions of procedure and order. Except as otherwise provided by statute

or by these rules, the proceedings of the Council shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

Subd. 14. Meetings Conducted By Interactive Television. A City Council meeting may be conducted by interactive 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.
- D. Each location at which a member of the Council is present must be open and accessible to the public.

SECTION 202.01. DUTIES AND SALARIES, OF MAYOR AND CITY COUNCIL MEMBERS.

- A. The duties of the Delano Mayor and City Council Members shall be all duties prescribed by state statute and City Code.
- B. The salary of the Mayor and Council Members shall be as follows:
 1. The sum of \$550 per calendar month for the Mayor;
 2. The sum of \$375 per calendar month for each Council member;
 3. The additional sum of \$50 for each special or emergency Council meeting attended in a calendar month; and
 4. The additional sum of \$10 for each meeting attended which concerns City business, but excluding the following:
 - (a) All regular, special and emergency City Council meetings;
 - (b) Ceremonial and social functions;
 - (c) Such meeting compensation shall not exceed \$10.00 per day.

SECTION 203.01. CODE OF ETHICS FOR ELECTED PUBLIC OFFICIALS.

Subd. 1. General Declaration of Policy. The proper operation of democratic government requires that public officials be independent, impartial, and responsible to the people; that governmental decisions and policies be made in the proper channels of the governmental