

CHAPTER 2: ADMINISTRATION, OPERATIONS AND ORGANIZATION

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ORDINANCE 21 CITY ADMINISTRATION

Section 21.01: CITY COUNCIL MEETINGS.

Subd. 1: Regular Meetings. The City Council shall hold regular meetings on the first (1st) and third (3rd) Wednesday of each month beginning at 6:30 p.m. If the regular meeting falls upon a legal holiday, the meeting shall be held the day before or after a legal holiday.

Updated Subd. 1 on 4/04.

Subd. 2: Special Meetings. Special meetings of the City Council may be called at anytime by the Mayor or by any two (2) City Council members by filing a written statement with the City Clerk/Administrator , who shall then mail a notice to all members stating the meeting's time and place at least twenty-four (24) hours before the meeting. If the full City Council is present, or when the absent members have consented in writing, the special meeting may be held without prior notice. Any special City Council meeting attended by the full City Council shall be considered a regular meeting for the transaction of any business. When less than all of the City Council members are present for a special meeting, only the matters for which the meeting was called may be considered.

Subd. 3: Agenda. The City Clerk/Administrator shall prepare an agenda of the business to come before the City Council on the Thursday immediately preceding the meeting. The City Clerk/Administrator shall furnish the Mayor, the City Council, and the principal parties on the agenda with a copy as far in advance of the meeting as time will permit. The notice shall contain the substance of the matter the City Council is to consider.

Subd. 4: Presiding Officer.

- a) The presiding officer shall determine if matters not on the agenda shall be heard.
- b) Anyone addressing the City Council shall be limited to the time allotted on the agenda unless the presiding officer grants a time extension.
- c) All matters addressed to the City Council shall be through the presiding officer.
- d) The presiding officer may expel anyone from the Council Chambers and terminate anyone's appearance before the City Council for slanderous, personal or impertinent remarks and/or boisterous or violent behavior.
- e) The presiding officer may appoint a sergeant at arms who shall preserve order and execute the commands of the presiding officer.

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Section 21.02: CITY CLERK/ADMINISTRATOR/TREASURER. The City combines the Treasurer and Clerk offices as the Clerk/Treasurer. The City Council shall appoint a Clerk/Treasurer, who shall have all of the powers and perform all of the duties Minnesota law imposes on City Treasurers and Clerks.

Section 21.03: MAYOR AND CITY COUNCIL COMPENSATION.

Subd. 1: City Council Members. Each City Council member shall be compensated as established in Appendix A for special or regular meeting attendance in their official capacity.

Subd. 2: Mayor. The Mayor shall be compensated as established in Appendix A for special or regular meeting attendance in the Mayor's official capacity.

Subd. 3: Compensation for Attending Other Meetings. The Mayor and City Council Members shall be compensated as established in Appendix A for every meeting they attend as a liaison committee member.

Section 21.04: AUDIT. A Public Accountant shall conduct an annual audit of the City's financial affairs in accordance with minimum auditing procedures prescribed by the State Auditor's office.