

**CITY OF LONSDALE  
ORDINANCE 2016-267**

**AN ORDINANCE AMENDING CITY CODE CHAPTER 33: CITY COUNCIL**

The City Council of the City of Lonsdale hereby ordains:

Chapter 33: City Council of the City Code of the City of Lonsdale is hereby deleted and in lieu of, the following shall be inserted.

**33.01 MEETINGS.**

(A) *Regular meetings.* Regular meetings of the City Council shall be held on the second and last Thursdays of each month at 7:00 p.m. The annual meeting of the City Council shall be held the first Thursday in January. Any regular meeting that falls on a Holiday shall be held as close to the regular meeting as possible, at the same time and place. The City Administrator shall maintain a schedule of the regular meetings. This schedule shall be available for public inspection during regular business hours at City Hall.

(B) *Special meetings.* The Mayor or any two Council members may call a special meeting of the Council upon at least 24 hours written notice to each member of the Council. This notice must be mailed to all Councilmembers, at least one day before the meeting and state the time and place of the meeting. Similar notice shall be mailed or delivered at least three days before the meeting date to those who have requested notice of such special meeting. This request must be in writing and filed with the City Administrator, designating an official address where the notice may be mailed. Such request will be valid for one year.

(C) *Emergency meetings.* The Mayor or any two Council members may call an emergency meeting when circumstances require the immediate consideration of a matter by the Council. Notice may be in writing and personally delivered to Council members or may be in the form of personal telephone communication. Notice must include the date, time, place and purpose of such meeting. The City Administrator shall make a good faith effort to contact news gathering organizations that have filed a request to receive notice of special meetings.

(D) *Annual meeting.* At the first regular Council meeting of January of each year, the Council shall do the following:

- (1) Designate the depositories of city funds;
- (2) Designate the official newspaper;
- (3) Choose an acting Mayor from the Council members who shall perform the Mayor's duties during the Mayor's absence, disability from the city or, in case of vacancy in the office of Mayor, until a successor has been appointed and qualifies;
- (4) Appoint necessary officers, employees and members of boards, commissions and committees.
- (5) Review this Ordinance and make any changes as needed;

(E) *Public meetings.* Except as otherwise provided in the open meeting law, all Council meetings, including special, emergency and adjourned meetings and meetings of all Council committees shall be open to the public.

### **33.02 PRESIDING OFFICER.**

(A) *Who presides.* The presiding officer shall be the Mayor. In the absence of the Mayor, the acting Mayor shall preside. In the absence of both, the City Administrator shall call the meeting to order and preside until the Council members present at the meeting choose one of their members to act temporarily as presiding officer.

(B) *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 procedures and order. Except as otherwise provided by statute or by these rules, the proceedings of the Council shall be conducted in accordance with Robert's Rules of Order, Newly Revised 10th Edition, as amended from time to time.

(C) *Appeals.* Any member may appeal to the Council from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his or her ruling but no other Council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present.

(D) *Rights of presiding officer.* The presiding officer may make motions, second motions or speak on any question except that on demand of any Council member the presiding officer shall pass the chair to another Council member to preside temporarily.

### **33.03 MINUTES.**

(A) *Who keeps.* Minutes of each Council meeting shall be kept by the City Administrator or his/her designee. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions and claims need not be recorded in the full minutes if they appear in other permanent records of the City Administrator and can be accurately identified from the description given in the minutes.

(B) *Approvals.* The minutes of each meeting shall be reduced to typewritten form, shall be signed by the City Administrator and copies shall be delivered to each Council member as soon as practicable after the meeting. At the next regular meeting following such delivery, approval of the minutes need not be read aloud but the presiding officer shall call for any additions, deletions or corrections. If there are no objections to a proposed addition(s), deletion(s) or correction(s), it may be made without a vote of the Council. If there is an objection, the Council shall vote upon the addition(s), deletions(s) or correction(s). If there are no additions, deletions or corrections, the minutes shall stand approved.

(C) *Publication.* The City Administrator shall mail a copy of the minutes, at City expense, to any resident upon request.

### **33.04 ORDER OF BUSINESS.**

(A) *Order established.* Each meeting of the Council shall convene at the time and place appointed. Council business shall be conducted in the following order:

- (1) Call to order;
- (2) Pledge of Allegiance
- (3) Roll call;
- (4) Approval of agenda;
- (5) Approval of minutes;
- (6) Public hearings;
- (7) Presentation of citizen petitions and comments;
- (8) Approval of the consent agenda;
- (9) Old business;
- (10) New business;
- (11) Other business; and
- (12) Adjournment.

(B) *Varying order.* The order of business may be varied by the presiding officer but all public hearings shall be held at the time specified in the notice of the hearing.

(C) *Agenda.* The City Administrator shall prepare an agenda of business for each regular Council meeting and file a copy at City Hall no later than three days before the meeting. The agenda shall be prepared in accordance with the order of business and copies shall be delivered to each Council member and to others as far in advance of the meeting as time for preparation will permit. No item of business shall be considered unless it appears on the agenda for the meeting or is approved for addition to the agenda by a unanimous vote of the Council members present.

(D) *Agenda materials.* The City Administrator shall see that at least one copy of printed materials relating to agenda items is available to the public in the meeting room while the Council considers their subject matter. The agenda item shall not be considered unless this provision is complied with. This section does not apply to materials that are classified as other than public under the Minnesota Government Data Practices Act or materials from closed meetings.

### **33.05 QUORUM AND VOTING.**

(A) *Quorum.* At all Council meetings a majority of the elected Council members shall constitute a quorum for the transaction of business but a smaller number may adjourn the meeting from time to time.

(B) *Voting.* The votes of the members on any questions make be taken in any manner, which signifies the intention of the individual members and the votes of the members shall be recorded in the minutes. The vote of each member shall be recorded on each appropriation of money, except payments of judgments, claims and amounts fixed by statute. If any member is present but does not vote, the minutes as to the member's name shall be recorded as an abstention.

(C) *Votes required.* A majority vote of all members of the Council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail on all other cases.

### **33.06 ORDINANCES, RESOLUTIONS, MOTIONS, PETITIONS AND COMMUNICATIONS.**

(A) *Readings.* Every ordinance and resolution shall be presented in writing. An ordinance or resolution need not be read in full unless a member of the Council requests such a reading.

(B) *Signing and publication proof.* Every ordinance and resolution passed by the Council shall be signed by the Mayor, attested by the City Administrator and filed by the City Administrator in the ordinance or resolution book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

(C) *Repeals and amendments.* Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number, if any and the title of the ordinance or code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

(D) *Motions, petitions and communications.* Every motion shall be stated in full before the presiding officer submits it to a vote and shall be recorded in the minutes. Every petition or other communication addressed to the Council shall be in writing and shall be read in full upon presentation to the Council unless the Council dispenses with the reading. Each petition or other communication shall be recorded with the minutes in City Hall.

### **33.07 COMMITTEES.**

(A) *Committees designated.*

(1) The following committees shall be appointed by the Mayor and approved by a majority vote of the Council at the annual meeting held the first Thursday of January each year:

- (a) Planning Commission;
- (b) Park and Recreation;
- (c) Economic Development Authority.

(2) The Council may create such committees, standing or special, as it deems necessary. Committees shall consist of as many members and perform such duties as the Council may require.

(B) *Referral and reports.* Any matter brought before the Council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee that the presiding officer appoints for a written report and recommendation before it is considered by the Council as a whole. A majority of the members of the committee shall sign the report and file it with the City Administrator prior to the Council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it.

**33.08 COMPENSATION.**

The compensation payable to the duly elected Mayor of the city shall be \$125 per regular meeting and \$50 per special or emergency meeting. The compensation payable to the other duly elected members of the City Council of the city shall be \$95 per meeting and \$50 per special or emergency meeting. Compensation payable to the duly elected Mayor and City Council members shall only be for meetings attended. There will be no compensation for non-attendance of a meeting. These salaries shall be paid bi-annually in June and December of each year.

**33.09 SUSPENSION OR AMENDMENT OF RULES.**

These rules may be suspended or amended only by a two-thirds vote of the members present and voting.

Effective immediately upon approval of the City Council and published in the official newspaper.

Adopted by the City Council of the City of Lonsdale this 11<sup>th</sup> day of February, 2016.



\_\_\_\_\_  
Tim Rud, Mayor

ATTEST:



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Joel A. Erickson, City Administrator

( S E A L )