

**TITLE III: ADMINISTRATION**

**CHAPTER 30: GENERAL PROVISIONS**

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**§ 30.01 CITY COUNCIL MEETINGS.**

- A. *Regular meetings.* Regular meetings of the City Council shall be held at least once each month, at a date, time and place as established by the City Council. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place. All meetings, including special and adjourned meetings, shall be held in the city hall unless the City Council decides otherwise at a prior meeting, or meeting in the city hall is impossible.
- B. *Special meetings.* The Mayor or any two members of the City Council may call a special meeting of the City Council upon at least 24 hours written notice to each member of the City Council. This notice shall be delivered personally to each member or shall be left at the member's usual place of residence with some responsible person. Pursuant to M.S. Ch. 13D, as it may be amended from time to time, written notice of any special meeting shall be posted giving the date, time, place and purpose of the meeting at least three days before the meeting. Written notice shall be mailed at least three days before the meeting to anyone who has filed a written request for notice of special meetings. In calculating the three days, if the last day falls on a Saturday, Sunday or legal holiday, the next regular business day shall be counted as the third day.
- C. *Emergency meetings.* Notice of emergency meetings shall be given as required by M.S. Ch. 13D, as it may be amended from time to time. An emergency meeting is a meeting defined by M.S. Ch. 13D, as it may be amended from time to time.
- D. *Initial meeting.* At the first regular City Council meeting in January of each year, the City Council shall:
  - 1. Designate the depositories of city funds;
  - 2. Designate the official newspaper;

3. Choose one of the Council Members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the city or, in case of a vacancy in the office of Mayor, until a successor has been appointed and qualifies;
  4. Appoint officers and employees and members of departments, boards, commissions and committees as may be necessary;
  5. Establish and appoint Council Members to those City Council committees as are deemed appropriate for the efficient and orderly management of the city.
- E. *Public meetings.* All City Council meetings, including special, emergency and adjourned meetings and meetings of City Council committees, as well as meetings of City Commissions and Boards, shall be conducted in accordance with the Minnesota Open Meeting Law, M.S. Ch. 13D, as it may be amended from time to time.

### **§ 30.02 PRESIDING OFFICER.**

- A. *Who presides.* The Mayor shall preside at all meetings of the City Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the City Clerk shall call the meeting to order and shall preside until the Council Members present at the meeting choose one of their number to act temporarily as presiding officer.
- B. *Procedure.* The presiding officer shall preserve order, enforce any rules of procedure adopted by the City Council, and determine without debate, subject to the final decision of the City Council on appeal, all questions of procedure and order.
- C. *Appeal procedure.* Any member may appeal to the City Council 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 the 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, including the presiding officer.

### **§ 30.03 MINUTES.**

- A. *Generally.* Minutes of each City Council meeting shall be kept by the City Clerk or, in the City Clerk's absence, by the Deputy City Clerk. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions and claims need not be recorded in full in the minutes if they appear in other permanent records of the City Clerk and can be accurately identified from the description given in the minutes.
- B. *Approval.* The minutes of each meeting shall be reduced to typewritten form, shall be signed by the City Clerk, and copies thereof shall be delivered to each Council Member as soon as practicable after the meeting. At the next regular City Council meeting following the delivery, approval of the minutes shall be considered by the City Council. The minutes need not be read aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the City Council. If there is an objection, the City Council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.

**§ 30.04 ORDER OF BUSINESS.**

- A. *Order established.* Each meeting of the City Council shall convene at the time and place appointed therefore. City Council business shall be conducted in the following order unless varied by the presiding officer or by-laws or other procedures adopted by Council resolution:
1. Pledge of Allegiance
  2. Call to Order and Roll Call
  3. Adopt Agenda
  4. Approve Minutes
  5. New Business
  6. Licenses and Permits
  7. Old Business
  8. Public Input
  9. Engineering Report
  10. Reports of officers, boards, and committees.
  11. Clerk's Report
  12. Employee Relation
  13. Administration and Financial
  14. Adjournment
- B. *Petitions and agenda.* Petitions and other papers addressed to the City Council shall be read or copies distributed by the City Clerk upon presentation of the same to the City Council. All persons desiring to present new business before the City Council shall inform the City Clerk thereof at least 72 hours before new business is to be heard. The City Clerk may prepare an agenda of the new business for submission to the City Council on or before the time of the next regular meeting.

**§ 30.05 VOTING.**

- A. The votes of the Council Members on any question may be taken in any manner which signifies the intention of the individual members, and the votes of the Council Members on any action taken shall be recorded in the minutes. The vote of each Council Member shall be recorded on each appropriation of money, except for payments of judgments, claims and amounts fixed by statute. If any Council Member is present but does not vote, the minutes, as to his or her name, shall be marked Present-Not Voting.

**§ 30.06 ORDINANCE, RESOLUTIONS, MOTIONS, PETITIONS AND COMMUNICATIONS.**

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

**§ 30.07 SUSPENSION OR AMENDMENT OF RULES.**

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

**§ 30.08 COMPENSATION OF MAYOR AND COUNCIL MEMBERS.**

- A. The compensation of the Mayor and the compensation of each Council Member shall be established from time to time by City Council ordinance pursuant to M.S. § 415.11, as it may be amended.

**§ 30.09 COMPENSATION OF OFFICERS AND EMPLOYEES.**

- A. Officers and employees of the city shall be compensated at a rate as established from time to time by the City Council.

**§ 30.10 QUORUM FOR CONDUCTING BUSINESS.**

- A. A quorum shall consist of a majority of the entire City Council, including the Mayor. A quorum shall be necessary to transact the business of the City Council.
- B. If no quorum is present, the City Council shall not thereby stand adjourned, but the members present shall adjourn or recess the City Council by a majority vote of those present.

**§ 30.11 FEES AND CHARGES.**

- A. The City Council may enact an ordinance establishing those fees and charges that are authorized by this code. Until that ordinance becomes effective, all fees and charges established by ordinance or resolution prior to the adoption of this code shall remain in effect. All fees and charges established by the ordinance establishing fees and charges may be amended from time to time by amendment of that ordinance.

**§ 30.12 APPLICATION OF STATE LAWS.**

- A. The provisions of the Government Data Practices Act, M.S. Ch. 13, the Opening Meeting Law, M.S. Ch. 13D, and the laws relating to Gifts to Local Officials, M.S. § 471.895, as these laws may be amended from time to time, apply to the City Council and all boards and commissions of this city and their members.

**§ 30.13 BACKGROUND INFORMATION.**

- A. *Applicants for City employment.*
1. *Purpose.* The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for

specified non-criminal purposes of employment background checks for the positions described in division (2) below.

2. *Criminal history employment background investigations.* Pursuant to M.S. § 364.021 as it may be amended from time to time, with the exception of the applicants for employment listed in M.S. § 364.09, the City shall not inquire into or consider the criminal record or history of an applicant for public employment until the applicant has been selected for an interview by the City or, if there is not an interview, before a conditional offer of employment is made to the applicant.

The City Police Department or County Sheriff's Department is hereby required, as the exclusive entity within the City to do a criminal history background investigation on the applicants for the following positions within the City unless the City's hiring authority concludes that a background investigation is not needed:

- a) Employment positions. All regular part-time or full-time employees of the City and other positions that work with children or vulnerable adults.
  - b) In conducting the criminal history background investigation in order to screen employment applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department or County Sheriffs Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department or County Sheriff's Department to the hiring authority, including the City Council, the City Clerk or other City staff involved in the hiring process.
3. Before the investigation is undertaken, the applicant must authorize the Police Department or County Sheriff's Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of M.S. Ch. 13, as it may be amended from time to time, regarding the collection, maintenance and use of the information. Except for the positions set forth in M.S. § 364.09, the City will not reject an applicant for employment on the basis of the applicants prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicants request on this basis, the City shall notify the applicant in writing of the following:
    - a) The grounds and reasons for the denial.
    - b) The applicant complaint and grievance procedure set forth in M.S. § 364.06.
    - c) The earliest date the applicant may reapply for employment.
    - d) That all competent evidence of rehabilitation will be considered upon reapplication.

B. *Applicants for City licenses.*

1. *Purpose.* The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of licensing background checks.
2. Criminal history license background investigations. The Police Department or County Sheriff's Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants and their employees for the following licenses or permits within the city:  
City Licenses: Liquor Licenses, under Chapter 112 of this code, and any applicants under Chapters 113, 114, 116, 118, or 119 of this code.
3. In conducting the criminal history background investigation in order to screen license or permit applicants, the Police Department or Sheriff's Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department or Sheriff's Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the licensing authority, including the City Council, the City Clerk or other City staff involved in the license approval process.
4. Before the investigation is undertaken, the applicant must authorize the Police Department or Sheriff's Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of M.S. Ch. 13 as it may be amended from time to time regarding the collection, maintenance and use of the information. Except for the positions set forth in M.S. § 364.09 as it may be amended from time to time, the city will not reject an applicant for a license on the basis of the applicants prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicants request on this basis, the City shall notify the applicant in writing of the following:
  - a) The grounds and reasons for the denial.
  - b) The applicant complaint and grievance procedure set forth in M.S. § 364.06.
  - c) The earliest date the applicant may reapply for license.
  - d) That all competent evidence of rehabilitation will be considered upon reapplication.