

CHAPTER II

CITY COUNCIL

Section 200 – Council rules and procedures

200.01. Regular and special meetings.

Regular meetings of the council must be held on the first and third Monday of each month in the council chambers of the city hall at 7:00 p.m. unless otherwise specified by council resolution. If Monday is a holiday the meeting will be held the following day. Meetings may be adjourned from time to time to a specified date or subject to the call of the mayor or any three members of the council upon at least 12 hours' notice to each member of the council and such other notice required by law. Meetings of the council must be open to the public.

200.03. Quorum.

A majority of council members elected constitutes a quorum.

200.05. Council rules.

The mayor must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. The procedure of the city council is governed by the provisions of Roberts Rules of Order (Newly Revised Edition) except where otherwise provided by law or by this chapter. The council may make and change its own rules, from time to time, by resolution duly adopted. Any such changes will supersede Roberts Rules of Order (Newly Revised Edition). The mayor may speak on any question being considered, and has the rights, privileges, and duties of any other member of the council. The mayor may temporarily yield the chair to introduce or second a motion, resolution or ordinance.

200.07. Motions reduced to writing.

A motion must be reduced to writing at the request of any member present. Ordinances and resolutions must be presented in writing and read in full before a vote is taken unless the reading is dispensed with by unanimous consent.

Section 205 – Salaries of elected officials

205.01. Salary schedule.

Subdivision 1. Annual salary is established. The salaries of the mayor and other members of the city council shall be as follows:

- (a) The mayor shall receive a salary of \$400 per month.
- (b) Each city council member shall receive a salary of \$300 per month.

Subd. 2. Payment. The salaries of the mayor and other city council members are payable monthly.

205.03. Expense Reimbursement.

Subdivision 1. Meeting travel expenses. The mayor and city council members may be reimbursed by the city for reasonable travel expenses incurred while attending or appearing at any of the following:

- (a) special meetings of the city council;
- (b) regularly scheduled meetings of a board, commission, committee or other entity of the city or one of which the city is a member and which does not reimburse its members;
- (c) appearances related to litigation, such as depositions, court hearings and trials;
- (d) appearances to testify on behalf of the city at the proceedings of another governmental unit or agency;
- (e) meetings which the city council directs or appoints the mayor or a city council member to attend; and
- (f) business meetings with the city administrator.

Mileage shall be reimbursed at the rate approved by the United States Internal Revenue Service.

Subd. 2. Internet Allowance. The mayor and city council members shall be paid an allowance of \$50.00 per month for costs incurred for an internet connection. The city will pay an allowance of more than \$50.00 per month provided appropriate documentation is presented on a semi-annual basis indicating actual cost of service.

Section 210 – City elections

210.01. General.

Subdivision 1. Date of election. The regular city election will be held biennially on the first Tuesday after the first Monday in November in every even numbered year beginning with the 1976 election.

Subd. 2. Absentee ballot counting board.

- (a) An absentee ballot counting board for the purpose of counting all absentee ballots cast in the city is created. The board will consist of at least two election judges, no more than half of which are to be members of the same major political party.
- (b) The absentee ballot counting board will carry out its duties in accordance with the laws of the state of Minnesota.

210. 03 Election of councilmembers and mayor.

The term of the office for mayor will be four years, beginning January, 2005.