



MAYOR & COUNCIL COMMUNICATION

DATE: 12/07/2010

CONSENT

ITEM #: 8

MOTION

AGENDA ITEM: Amend City Council Meeting Calendar – Schedule Regular Meeting on December 14th and Cancel December 21st Meeting

SUBMITTED BY: Mayor Johnston and City Staff

THROUGH: Bruce A. Messelt, City Administrator
Sharon Lumby, City Clerk

REVIEWED BY: Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to affirm as part of tonight's *Consent Agenda* December calendar adjustments for City Council Meetings to complete City business and accommodate the Holiday Season. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City Council approves a Meeting Calendar in January of each year for Regular Meetings, Workshops and scheduled holidays, elections and special meetings/activities. Normal monthly Regular City Council meetings are held the first and third Tuesdays and Council Workshops are held the second and fourth Tuesdays (the latter only if needed). Any fifth Tuesday meetings are considered on an "as needed" basis.

Additionally, past practice of the Lake Elmo City Council is to not hold a meeting on the fourth Tuesday of December to accommodate the Holiday Season and, if no business is required to be conducted prior to the end of December.

STAFF REPORT: The third Tuesday would fall on December 21st of Christmas week and the fourth Tuesday would fall on December 28th of New Year's week.

City staff has been able to schedule planned Agenda Items and normal end-of-year business to be conducted during the first two weeks of December. This includes normal disbursements and payroll, compliance with state-mandated official financial and other matters, and completion of other pressing City business.

RECOMMENDATION: Based upon the above background information and staff report, it is respectfully recommended that the City Council consider amending the official 2010 City Calendar to schedule a Regular Meeting on December 14th (to start at 7:00 PM) and cancel the currently-scheduled December 21st Regular Meeting. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

Alternatively, the City Council does have the authority to remove this item from the *Consent Agenda*, further discuss, deliberate and/or, if appropriate, amend the recommended motion prior to taking action. If the latter is done so, the appropriate action of the Council following such discussion would be:

“Move to Amend the 2010 Meeting Calendar [as determined at tonight’s meeting].”

ATTACHMENTS: None.

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates