

ITEM: Approval of the minutes

SUBMITTED BY: Sharon Lumby, City Clerk

REVIEWED BY: Jerry Filla, City Attorney

---

SUMMARY AND ACTION REQUESTED:

The city council is being asked to use the process defined in the city code regarding the approval of minutes. At the last city council meeting, the question of whether or not the city council needed to approve the minutes by motion was raised. After reviewing the city code section 200 Subd. 3B., the city attorney determined that the city code requires the city council to approve the minutes by consensus without a motion unless there are proposed amendments to the minutes that require a motion to approve them because they are not accepted by consensus. Based upon this, the city attorney recommends following the city code and accepting the minutes unless proposed amendments require a vote.

Section 200 Subd. 3.B. Minutes

B. Approval

The minutes of each meeting shall be reduced to typewritten form, shall be signed by the clerk, and copies shall be delivered to each Council member as soon as practicable after the meeting. At the next regular council meeting following such delivery, approval of the minutes shall be considered by the 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 council. If there is an objection, the Council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.