

**CITY OF LAKE ELMO  
WASHINGTON COUNTY, MINNESOTA**

**ORDINANCE 81-13**

**AN ORDINANCE AMENDING SECTION 203.010 RELATING TO COUNCIL MEETINGS  
OF THE 1979 LAKE ELMO MUNICIPAL CODE**

**Section 1. Amendment:** The City Council ordains that Section 203.010 of the 1979 Lake Elmo Municipal Code is amended to read as follows:

**Section 203.010 Council**

**Subd. 1. Meetings**

**A. Regular Meetings.** Except as provided herein, Regular Meetings shall be held at City hall beginning at 7:00 p.m. on the first and third Tuesdays of each month. The City Council may cancel regular Council meetings by adopting the appropriate motion at any duly called Council Meeting. The City Council may change the date, time, and/or place of a Regular Meeting by adopting the appropriate motion at any duly called Council Meeting and by posting a written notice of the date, time and place of the rescheduled meeting on the City Bulletin Board and at the main entrance to the City Hall at least three days before the date of the rescheduled Regular Meeting.

**B. Special Meetings.** Special Meetings may be called by the Mayor or by any two Council Members filing a written notice with the City Administrator. At least three days prior to the date of the Special Meeting, the City Administrator shall mail notice to all Members of the City Council, shall mail notice to each person who has filed a written request for notice of Special Meetings, and shall post such notice on the City Bulletin Board and at the main entrance to City Hall. The notice shall indicate the date, time, place and purpose of the Special Meeting. If matters not directly related to the purpose of the Special Meeting are discussed or acted upon at the Special Meeting, the Minutes of the Special Meeting shall include a specific description of the matters.

**C. Emergency Meetings.** An Emergency Meeting is a Special Meeting called by the Mayor or any two Council Members because of circumstances that in the judgment of the Mayor or any two Council Members require immediate consideration by the City

Council. The person or persons who call the Emergency Meeting shall make a good faith effort to contact all Council Members and, as soon as reasonably practicable after notice has been given to Council Members, all members of the news media who have filed a written request for notice of Emergency Meetings if the request includes the news media's telephone number. The notice shall include the date, time, place and purpose of the Emergency Meeting. If matters not directly related to the Emergency Meeting are discussed at an Emergency Meeting, the Minutes of the Emergency Meeting shall include a specific description of the matters.

**D. Initial Meeting.** At the first regular Council meeting in January of each year the 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 such officers and employees and members of boards, commissions and committees as may be necessary;
5. Establish and appoint Council members to Council committees as are deemed appropriate for the efficient and orderly management of the City.

**E. Public Meetings.** All Council meetings, including special and adjourned meetings and meetings of Council committees, shall be conducted in accordance with the Minnesota Open Meeting Law.

**Subd. 2 Presiding Officer.**

**A. Who Presides.** The mayor shall preside at all meetings of the Council. In the absence of the mayor, the acting mayor shall preside. In the absence of both, the 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 the rules of procedure prescribed by this section, and determine without debate, subject to the final

decision of the Council on appeal, all questions of procedure 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, Revised.

**C. Appeal Procedure.** Any member may appeal to the 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.

### **Subd. 3 Minutes.**

**A. Recording.** Minutes of each Council meeting shall be kept by the clerk or at the direction of the clerk, by the deputy 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 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 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.

### **Subd. 4 Order of Business.**

**A. Order Established.** Each meeting of the Council shall convene at the time and place appointed for the meeting. Council business shall be conducted in the following order unless varied by the presiding officer:

1. Pledge of Allegiance
2. Approval of Agenda

4. Approval of Minutes
5. Approval of Claims
6. Public Inquiries/Public Informational
7. Unfinished Business
8. Planning, Land Use and Zoning Issues
9. Parks and Open Space
10. City Engineer's Report
11. City Attorney's Report
11. City Council Reports
12. City Administrator's Report
13. Adjournment

**B. Petitions and Agenda.** Petitions and other papers addressed to the Council shall be read by the clerk upon presentation to the Council. All persons desiring to present new business before the Council shall inform the clerk at least 72 hours before the new business is to be heard. The clerk may prepare an agenda of the new business for submission to the Council on or before the time of the next regular meeting.

**Subd. 5 Voting.** The votes of the members on any question may be taken in any manner which signifies the intention of the individual members, and the votes of the members on any action taken shall be recorded in the minutes. If any member is present but does not vote, the minutes, as to his/her name, shall be marked "Present-Not Voting".

**Subd. 6 Ordinance, Resolutions, Motions, Petitions and Communications.**

**A. Signing and Publication Proof.** Every ordinance and resolution passed by the Council shall be signed by the mayor, attested by the clerk, and filed by the 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 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 shall set forth in full each amended section or subdivision as it will read with the amendment.

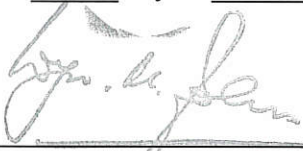
**Subd. 7 Suspension or Amendment of Rules.** These rules may be suspended only by a two-thirds vote of the members present and voting.

**Subd. 8 Salaries of Mayor and Council Members.** The salary of the Mayor and City Council shall be set from time to time, by ordinance, in accordance with state law.


**Subd. 9 Payment.** The salaries provided by this subsection shall be paid semi-annually, or more frequently as directed by the Council.

**Subd. 10 Worker's Compensation.** The mayor and Council members of the City are entitled to receive worker's compensation from the City in accordance with the provisions of the worker's compensation law of the state.

Adopted by the Lake Elmo City Council this 16<sup>th</sup> day of May, 1995.

  
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Wyn John, Mayor

Attest:

  
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Mary Kueffner, City Clerk/Administrator

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