



CITY OF GRANT

Rules of Procedure For City Council Meetings, Ballfield, Newsletter, Town Hall & City Consultants

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CITY OF GRANT
RULES OF PROCEDURE
FOR CITY COUNCIL MEETINGS,
BALLFIELD, NEWSLETTER, TOWN HALL
& CITY CONSULTANTS

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Section 1

MEETINGS

A. Regular

The City Council shall hold regular meetings on the first Tuesday of each month at 6:30 p.m., provided that when the day fixed for any regular meetings falls on a day designated by law as a legal holiday or election, such meeting shall be rescheduled per the City Council.

B. Special

The Mayor or any two members of the Council by writing filed with the Administrator/Clerk may call a special meeting. A special meeting is a meeting that is held at a time or location different from that of a regular meeting.

The City will post written notice of a special meeting at least three days before the meeting on the principal bulletin board, located at the entrance of the City office. The notice will state the date, time place and purpose of the meeting. The Administrator/Clerk shall mail or e-mail notice to all members of the time and place of the special meeting at least one day before the meeting.

In calculating the number of days for providing notice, the first day that the notice is given will not be counted and the last of the notice will be counted. If the last day is a Saturday, Sunday or legal holiday, that day is

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omitted from the calculation and the following day is considered the last day, unless it happens again to be a Saturday, Sunday or a legal holiday.

Business transacted at a special meeting shall be limited to that mentioned in the posting for the special meeting.

C. Emergency

An “emergency meeting” is a special meeting to deal with a matter that requires immediate consideration of the City Council. A posted notice of an emergency meeting is not required. However, the City must make a good faith effort to notify each news medium and resident that has filed a written request for notice. The notice must include the subject of the meeting. The Mayor or Council may call an emergency meeting.

D. Place

All meetings shall be held at Town Hall in Grant unless there is a notice designating another location.

E. Presiding Officers

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Deputy Mayor shall preside. In the absence of both, the Council Members shall elect one of their members as temporary chairperson. It is the duty of the presiding officer to preserve strict order and decorum at all meetings of the Council. See sections K and L relating to decorum at all meetings of the Council.

F. Quorum

Three members of the Council shall constitute a quorum at any meeting of the Council.

G. Bylaws: Policies on Meeting Management

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A statutory City Council has the power to regulate its own procedures. Councils often regulate their procedures through the formal adoption of bylaws. It is recommended bylaws be adopted as rules set common values and expectations for interactions among Council Members.

The rules of parliamentary procedure apply to council proceedings only if the council formally adopts such rules in its bylaws. The Roberts Rules of Order, Newly Revised is designed for meetings of large bodies and is inappropriate according to the League of Minnesota Cities.

H. Order of Business

At the hour appointed for meeting, the members shall be called to order by the Mayor or Deputy Mayor. Upon the appearance of the quorum, the Council shall proceed to business of the city to be conducted in the established order:

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Public Input – Sign in sheet with name, address and topic
- E. Consent Agenda
- F. Regular Agenda
- G. Discussion Items – Council/ Staff Updates/Future Agenda Items
- H. Adjournment

I. Curfew

No additional agenda item will be discussed after 10:00 p.m. Meetings adjourned under this policy will be continued to the next Tuesday at 6:00 p.m. A majority of the Council may extend the meeting beyond the 10:00 p.m. curfew to complete approved agenda items.

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If a continued meeting does occur, it will begin at the point on the agenda where the adjournment occurred. No new items will be added to the continued meeting agenda.

J. First Regular Meeting of the Year

At the first regular council meeting in January of each year, the Council must (1) designate the official newspaper, (2) choose a Deputy Mayor, (3) designate the official depository, and 4) make any other annual appointments as necessary.

K. Council Member Seating

The Mayor will always be seated in the center of the Council table. The City Attorney is seated to the far right of the Mayor. Senior Council People may change their seats based on the vacancy of the previous Council seats. When the senior members have chosen their seats, the incoming Council Members may pick their seat. Any seating changes after incoming Council Members have their assigned seats, requires a motion, second and approval of the majority of the Council.

L. Decorum Requirements

Typical rules of decorum require Council Members to:

- Refrain from private conversation while in the Council chamber that interrupts the proceedings of the council.
- Refrain from the use of offensive words, threats of violence, or other objectionable language in or against the council, any Council Member or staff member.
- Limit speech to subject of current debate/agenda item.
- Abide by time limits for speaking.

M. Enforcing Decorum

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Council Meetings on important community issues may become contentious very quickly. Establishing rules of decorum before a controversy arises can prevent meetings from becoming unproductive due to conflict. On occasion, however, members of the Council may not follow the rules. On these occasions, the Mayor's role as the meetings presiding officer is particularly important. When Council Members violate rules of order and decorum, the presiding officer is authorized to:

- Not recognize a breaching Council Member's request to speak, limiting their role in debate until decorum is observed.
- Declare the Council Member's actions out of order.
- Order removal from the Council chambers by law enforcement until the Council Member agrees to abide by Council rules of decorum.

State law also prohibits person, including Council Members from disturbing public meetings, through fighting or threatening words and conduct. Council Members who engage in this unlawful conduct may be charged with a misdemeanor.

N. Audience Decorum, Civility and Enforcement

When appearing at Council meetings, it is understood that everyone will follow these principles: Show respect for each other, actively listen to one another, keep emotions in check and always use respectful language.

Although meetings are open to the public, individuals who are noisy or unruly do not have the right to remain in the Council chambers. When individuals abuse their right to be present in the Council chamber, the Mayor, as presiding officer, should order their removal from the room. If the presiding officer fails to act, the Council may, by motion, second and majority vote issue such an order. The Council has authority to preserve order at its meetings. The Council can use necessary force, including the use

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of the police law enforcement to carry out the mandate. A person who disturbs a public meeting may be guilty of disorderly conduct. If a person is excluded from a meeting, the Council should provide an opportunity for the excluded person to give his or her interpretation of the exclusion to a designated City staff member to satisfy any due-process concerns.

Section 2

AGENDA FOR REGULAR MEETING

A. Agenda Items

Agenda items for Council meetings are typically action items that require a motion by the City Council. Agenda items are determined by City staff based on action necessary by the City Council to conduct the business of the City. Agenda items can be added upon adoption of the agenda by a motion, second and majority vote of the Council. This is generally discouraged as members of the public may not be aware of these additions.

B. Consent Agenda

The consent agenda is used by many City Councils to help shorten the length of meetings by using time more efficiently. A consent agenda typically groups together many items that are routine and uncontroversial. Although the Council must take action on these items, they do not require further discussion.

Examples of items typically included in the consent agenda are the approval of the minutes, routine expenditures and the final approval of licenses and permits.

The Council generally approves all items on the consent agenda with the passage of one motion. If there is any item on the consent agenda that a Council Member feels warrants further discussion, it is removed by motion,

second and majority vote of the Council from the consent agenda and dealt with individually. The item may be placed on the regular agenda. Questions regarding the consent agenda should always be submitted prior to the meeting by addressing these questions to the Administrator.

C. **Addition of Agenda Items**

Items not on the agenda but proposed for future agenda placement are to be brought up under Council or Staff updates to consider for a future agenda. If the majority of the Council agrees on a proposed item for the next agenda, supporting documentation and purpose of the item shall be provided in the Council packets.

Before adoption of the agenda, staff may recommend an additional agenda item if immediate Council action is required.

D. **Public Input Policy-(with Recording Notice)**

Residents may speak to the City Council about any item during the Public Input portion of the meeting. The Mayor will recognize speakers; signing in does not guarantee time at the podium. Speakers must state and write their name and address, and are limited to two minutes. Up to five speakers will be heard.

Public Input is recorded as part of the official meeting record. Residents who prefer not to be recorded may contact the Mayor or Council members directly by phone or email instead of speaking during the meeting.

The Council generally will not take action on items raised during Public Input. Items may be referred to staff for follow-up, placed on a future agenda, or handled directly by the Administrator/Clerk if no Council action is required.

When a public hearing is required by law, the Mayor will invite members of the public to the podium to provide comments when that agenda item is under consideration.

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Section 3

MEETING MINUTES

- A. The Administrator/Clerk shall keep a record of all regular Council meetings.

The Council may, by motion carried by a majority of the vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

Minutes for City Council meetings will be action only minutes.

B. **Required Contents**

The following items must be included in the minutes:

- The members of the public body who are present.
- The members who make or second notions.
- Roll call vote when required on motions.
- Subject matter of proposed resolutions or ordinance.
- Whether the resolutions or ordinances are defeated or adopted.
- The votes of each member, including the Mayor.

C. **Other Items That Are in the Minutes as Applicable**

The Office of the State Auditor has also recommended that meeting minutes include the following information in addition to the information required by state statute.

- Type of meeting (regular, special, emergency, etc.)
- Type of group meeting (City Council, etc.)
- Date and place the meeting was held.
- Time the meeting was called to order.
- Approval of minutes of the previous meetings, with any corrections.
- Identity of parties to whom contracts were awarded.

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- Abstentions from voting due to a conflict and the member’s name and reason for abstention.
- Reasons the governing body awarded a particular contract to a bidder other than the lowest bidder.
- Granting of variances and conditional use permits.
- Approval of hourly rates paid for services provided, mileage rates, meal reimbursement amounts, and per diem amounts
- List of all transfers funds requiring Council approval.
- Appointments of representatives to committees or outside organizations.
- Authorizations and directions to invest excess funds, information on investment redemptions and maturities requiring Council approval.
- Time the meeting was concluded.

CITY BALLFIELD

A. Use

Use of the Town Hall ball field is scheduled through the City office. It is the practice of the City to allow as many organizations as possible to use the field. No one organization shall be allowed exclusive use of the ball field.

B. Fee

There is no City fee to use the ball field. The City does provide for mowing and field maintenance within the annual budget.

CITY NEWSLETTER

A. Purpose

The purpose of the City newsletter is to provide City information to residents. The City budgets a specific dollar amount every year to publish and mail the

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newsletter. Staff is responsible for gathering and coordinating the articles for publication. The following items may be included in each newsletter:

- Recycling information
- MS4 Information
- Public Safety
- City News/Services
- Gateway Trail News
- City Road Information
- County Road Projects
- State Road Projects
- Budget Information
- Property Tax/Assessor Information
- Mayor Article
- City of Grant History

TOWN HALL

A. Use

The City of Grant utilizes Town Hall for City Council Meetings, City sponsored neighborhood meetings, work sessions and special meetings unless otherwise noted.

Because there is no staff person on site, Town Hall use is not permitted to other groups for meetings.

B. Use of Video Equipment

No groups are allowed access to the video equipment at Town Hall. Only a trained Video Tech employed by the Cable Commission will be allowed to access the video equipment for City meetings.

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CITY CONSULTANTS

A. Consultants

The City utilizes consultants for carrying out the business of the City. General services are provided to the City based on an hourly wage or contracted amount and provided for within the City budget.

B. City Applications/Escrows

Applicants also utilize the service of the consultants at the same fee billed out of the submitted escrow. Typical applications include Conditional Use Permits, Certificate of Compliance, Subdivisions and Variances. Most City applications for various land use submittals require the services of all City consultants. Any funds left over after an application is completed, are returned to the applicant.

C. Use of City Consultants

The City requires that any and all required work relating to land use, engineering and legal services associated with general City business and applications are coordinated through the City office. As consultants bill the City based on an hourly fee, coordination through the City Administrator keeps costs down and eliminates the duplication of work. City Council Members are strongly discouraged from contacting City consultants directly to minimize City costs and submit all inquiries to the City office so information from staff can be shared with all Council Members.

D. Special City Projects

Any special projects requiring the use of City consultants that are outside of typical City business shall be initiated and directed specifically by the majority of the City Council.

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