

RESOLUTION 2025-1

A RESOLUTION ADOPTING RULES OF ORDER AND PROCEDURES FOR THE CITY COUNCIL IN ACCORDANCE WITH CITY CODE CHAPTER 30, SECTION 30.003.

BE IT RESOLVED by the City Council of the City of Pipestone, Minnesota as follows:

In accordance with the Charter of the City of Pipestone, Chapter 50 Section 50.04 and City Code Chapter 30, Section 30.003, the following are hereby adopted as the rules of order and procedures for the City Council session year 2024:

1. The rules of parliamentary practice comprised in Robert Rules of Order, newest revision, shall govern the Council in all cases in which they are applicable, and in which they are not inconsistent with these rules, the Charter and Ordinances of the City or laws of the State of Minnesota.
2. The Council shall meet in regular session on the first and third Monday of each month at 6:30 p.m. The Council shall meet in special session upon the call of the Mayor or two members of the Council. All meetings shall be held in City Hall unless otherwise directed and properly noticed.
 - A. The Council shall not meet in any meeting after the hour of 10:00 P.M., unless the Council shall order otherwise.
 - B. Notice of regular meetings shall be posted by the City Administrator in a conspicuous place at City Hall. Upon being notified by the Mayor or two members of the Council of a special meeting the City Administrator shall immediately notify the other members of the Council. Notification shall be provided at least three days in advance of a special meeting by posting written notice in a conspicuous location at City Hall of said special meeting including the date, time, place and purpose of said meeting. Notice shall also be provided to any person, organization or news medium which has filed a request for notice of special meetings. In the event that three days advance notice is not available, practical, or possible and in the judgment of the public body the matter to be discussed requires immediate consideration, an emergency meeting shall be declared by the Mayor or two members of the Council. The City Administrator shall immediately notify all members of the Council and shall make every effort possible to notify any person, organization or news medium which has filed a request for notices of meetings.
3. All reports, visitations, communications, ordinances, resolutions or other matters to come before the Council shall be reported to the City Administrator at least by noon of the Thursday prior to each regular meeting, and the City Administrator shall see such items are listed on the agenda according to the order of business and the City Administrator shall furnish each member of the Council, appropriate staff, and post for public inspection, a copy of the agenda and related documents at least 24 hours prior to the meeting. All items required to be posted for public notice shall be done so on a notice board located in City Hall and other such places, if any, deemed appropriate. Nothing contained herein shall prohibit the Council from considering items not so listed upon the agenda. Additional items not so listed may be brought up by staff if permitted by the Council.

- A. The City Administrator or his designate shall process all claims for payment that have been received by 9:00 a.m. of the Thursday prior to the regular Council meeting. The designated staff shall list all claims to be presented to the Council for their approval. Upon the Council's approval of these claims, the staff shall then draw warrants for their payment and cause to be affixed original or facsimile signatures, and cause all signed warrants to be delivered.
- B. The City Administrator shall be authorized and directed to make timely investments of all "idle funds". Such investments shall be made in the designated depositories or legally qualified investments and shall be made in such amounts, duration of time and interest rate as appropriate.
- C. In the case of routine claims that allow for early payment discounts and payroll related claims, the City Administrator and Mayor are authorized to pay such claims as they become due and without specific approval of the Council provided they are contained in the next regular listing of all claims.
- D. The City Administrator shall be authorized to make payments for goods and services delivered or performed as per contract conditions prior to Council meetings at his discretion and upon approval, as appropriate, by the various affected Department Heads. All such payments shall be listed at the next regular Council meeting with the listing of bills.
- E. The order of business before all Council meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to order
 - b. Pledge of Allegiance
 - c. Approval of Agenda
 - d. Approval of Consent Agenda (No debate shall be allowed on Consent Agenda; one member or citizen may remove from Consent Agenda.)
 - e. Approval of Minutes
 - f. Community Concerns (maximum 3 minutes per person)
 - g. Public hearings, petitions and bid openings
 - h. Legal
 - i. Engineering
 - j. Financial
 - k. Old Business
 - l. New Business
 - m. Closing Comments
 - n. Executive/Closed Session
 - o. Adjournment

For the months of January, April, July, and October, Department Reports, with Department Heads in attendance, will be added to the agenda after Community Concerns.

For the months of January, April, July, and October, Airport, Chamber of Commerce, Senior Citizens Center, Economic Development Authority, and Museum Reports will be added to the agenda after Community Concerns.

4. The Mayor, or in his/her absence, the Acting Mayor, or in both their absences, the Councilmember present with the most tenure in office, shall take the chair at the hour appointed for the Council to meet, and shall immediately call the members to order. The names of those present, absent, and excused shall be recorded.
5. The presiding officer may move and debate from the chair and shall not be deprived of any rights or privileges of a member by reason of acting as presiding officer.
6. The presiding officer shall preserve order and decorum and decide all questions of order, subject to appeal to the Council. No person shall be allowed to delay or interrupt the proceedings, nor refuse to obey the orders and rules of the Council. Every person desiring to speak shall first be recognized by the presiding officer and shall avoid personalities and indecorous language. Any person shall be removed from the meeting for failure to comply with a ruling of the chair or for violation of these rules.
 - A. Members and those speaking to the Council shall keep their comments as brief and to the point as possible. No member may speak twice on an item of business until all members have first had the opportunity to speak once.
7. A quorum shall consist of three members, although the majority of any members present may send for and require the attendance of those absent unless excused, or adjourn or recess to any time previous to the next regular session. No member or officer shall absent himself from any session unless excused by the Council.
8. Unless otherwise required by Charter, law or these rules, the affirmative vote of three members of the Council shall be required for the election of any officers of the Council, adoption of ordinances, or any action requiring the levying or expenditures of monies.
9. The City Administrator and City Attorney shall be ex-officio members without vote of the Council. Their numbers shall not be counted for purposes of quorum or other matters.
10. Every member present when a question is put forward shall vote either "aye" or "nay", unless prior to voting the Council, for special reasons, shall excuse him from voting. Any member not so excused and failing to vote after reasonable time is allowed, shall be recorded as having voted in the negative.
11. Councilmembers shall occupy their respective seats in the Chambers while the Council is in session. The Councilmembers shall select their own seats on the basis of tenure in office.
12. The vote on all ordinances shall be by roll call vote. The vote on all other matters shall be by acclamation. Upon the demand of any member, before the negative has been put, a roll call vote shall be taken on any matter before the Council. If after a vote by acclamation it appears that the vote was not unanimous a division of the house shall immediately be taken and the individual votes of each member recorded.
13. After the decision on any questions, any member who voted with the majority may move to reconsider any action at the same or the next succeeding meeting, provided, however, that a resolution authorizing or relating to any contract may only be reconsidered before the final execution thereof. When notice of intention to move such reconsideration shall be given by a member, no action shall be taken to bind or commit the City until the next meeting, provided that four members may vote to declare an urgency, in which case the matter shall

not be delayed unless then and there reconsidered.

14. When the Previous Question is moved, it shall be put as follows: "Shall the main question be now put?". If a majority shall vote in the affirmative, all debate shall cease and amendments, if any, shall be first voted upon and then the main question. All incidental motions shall be decided without debate.
15. If any question contains two or more divisible propositions, the presiding officer may, and upon the request of a member shall, divide the same.
16. All appointments to commissions or boards from without the membership of the Council shall be made by the Mayor with the advice and consent of the Council. All such committees, commissions and boards shall abide by these rules, insofar as they are applicable.
 - A. Each commission or board shall at its annual meeting, elect from its membership, a chairman and a secretary, and if necessary establish its regular meeting dates for the year. The chairman, or in his absence, the secretary, shall preside over all meetings. The secretary shall keep an accurate record of those members attending and the business conducted. A quorum shall consist of a majority of all members appointed and qualified. Special meetings may be called by the Chairman or any two members. All meeting notices and minutes of meetings must be given to the City Administrator who shall give public notice by posting and file the same in the permanent records of the City. Commissions of the City shall be required to meet notification procedures for meetings in compliance with Chapter 313 of the Minnesota Statutes and in accord with Section 2B of these rules.
17. All proposed ordinances or resolutions shall be introduced in written form. It shall be the responsibility of the City Administrator, with the assistance of the City Attorney if necessary, to review all proposed ordinances and resolutions to assure that each is properly drafted. Each proposed ordinance and resolution shall have a title clearly stating its subject and purpose. When a proposed ordinance amends or repeals existing ordinances the title shall refer to the chapter, section, or subdivision affected. Proposed ordinances shall contain the full text of the section, subdivision, or paragraph as amended.

If a proposed ordinance is for an original ordinance and not an amendment of existing portions of the City Code, the sections, subdivisions, paragraphs, etc. shall be arranged, subdivided and numbered in like manner as the existing City Code, provided that proposed ordinances which relate only to single purpose, act or event, such as franchises, real estate sales, and annexations, shall remain uncoded and noted in Table of Special Ordinances of the City Code.

At the time of introduction, each resolution shall be numbered in numerical order preceded by the calendar year in which resolution is introduced. A separate numbering system shall be maintained for ordinances and for resolutions.

At any time before or after adoption the City Administrator is authorized to correct obvious mistakes in spelling, grammar and punctuation. In addition, the City Administrator may change obvious mistakes in the codification of any ordinance at any time prior to publication so as to provide that all ordinances are arranged, subdivided, and numbered in like manner as the existing City Code.

After adoption of any ordinances or resolutions, the City Administrator shall engross into it any amendments properly adopted prior to passage and prepare an accurate enrolled copy for signatures by the Mayor and attested to by the City Administrator. Ordinances shall be kept in a permanent book in numerical order as adopted with proof of publication attached. Resolutions shall likewise be maintained with a separate book used for each session year of the Council. The City Administrator shall also maintain a copy with appropriate index of all resolutions of a permanent nature likely to affect City policy in numerous instances on a continuous basis in the future.

An enrolled proposed ordinance shall be labeled "An Ordinance" and in all other respects be identical to the proposed ordinance as passed by the Council subject to the correction of obvious mistakes as provided for in this rule.

A. After introduction any proposed ordinance or resolution may be referred by the Mayor to any regular or special committee of the Council or when appropriate, a City board or commission.

Amendments may be adopted at any time and shall be in writing except for minor amendments which may be made orally. The text of amendments need not be recorded in the minutes but shall be preserved along with the original proposed ordinance or resolution as introduced.

18. Any provision of these rules not governed by the Charter or State law may be temporarily suspended at any meeting by a majority (2/3 vote) of all members elected.
19. Per diem compensation will be paid at a rate of \$40.00 for one half day (one to four hours) and \$80.00 for one full day (over four hours) for City related out-of-town meetings.
20. These rules may be amended by a majority vote of all members elected, provided that such amendments shall be presented in writing at the preceding regular meeting and placed on the agenda under the order of new business.

Passed and adopted by the City Council of the City of Pipestone this 6th day of January 2025.

Dan Delaney
Mayor

ATTEST:

Deb Nelson
City Administrator