

## Chapter 2. Operations and Administration

### Part 1. The Council

201.01. **Elections.** All regular city elections shall be held on the first Tuesday after the first Monday of November of each even numbered year.

Subdivision 1. **Term of Office for Mayor.** Pursuant to the authority of Minn. Stat. 412.022, the Office of Mayor of the city of Hayfield shall be elected to serve a four-year term. (Amended 8/24/16 upon publication)

Subd. 2. **Effective Date.** This ordinance shall be effective upon its passage and publication in the official city newspaper, but shall first apply to the term of the person elected Mayor in the November 6, 2018 City of Hayfield general election. (Amended 8/24/16 upon publication)

Subd. 3. **Council Composition and Qualifications.** The elective officers of the council shall be the mayor and four (4) council members. All officers shall be residents of the city of Hayfield and qualified voters in said city. (Amended 8/24/16 upon publication)

Subd. 4. **Terms of Office.** The official term of all elective officers shall commence on the first business day in January succeeding their election. All council members shall serve a term of four years. All officers will serve until their successors are elected and qualified. (Amended 8/24/16 upon publication)

Subd. 5. **Filling Vacancies in Office.** Whenever any vacancy shall occur in any elective or appointive office of said city, excepting that of mayor, which is hereinafter provided for, such vacancy shall be filled by appointment by the city council, which so appointed shall hold his/her office until the next succeeding election, and until his/her successor is elected and qualified. (Amended 8/24/16 upon publication)

201.02. **Meetings.** Subdivision 1. **Regular Meetings.** Regular meetings of the council shall be held on the third Monday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place. All meetings, including special and adjourned meetings, shall be held in the city hall unless the council decides otherwise at a prior meeting, or meeting in the city hall is impossible.

Subd. 2. **Special Meetings.** The mayor or any two members of the council may call a special meeting of the council upon at least 24 hours written notice to each member of the council. Notice to the public shall be given in accordance with state law.

Subd. 3. **Initial Meeting.** At the first regular council meeting in January of each year the council shall:

- a. Designate the depositories of city funds;

- b. Designate the official newspaper;
- c. 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;
- d. Appoint such officers and employees and such members of boards, commissions, and committees as may be necessary;
- e. Establish and appoint council members to such council committees as are deemed appropriate for the efficient and orderly management of the city.

Subd. 4. **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.

201.03. **Presiding Officer.** 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 numbers to act temporarily as presiding officer.

201.04. **Minutes.** Subdivision 1. **Who keeps.** Minutes of each council meeting shall be kept by the clerk or, in the clerk's absence, 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.

Subd. 2. **Approval.** The minutes of each meeting shall be in typewritten form, shall be signed by the clerk, and copies shall be delivered to each council member. 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.

201.05. **Rules of Order.** Subdivision 1. **Order established.** Each meeting of the council shall convene at the time and place appointed therefore. Council business shall be conducted in the following order unless varied by the presiding officer:

- a. Call to order
- b. Roll call
- c. Approval of minutes

- d. Public hearings
- e. Petitions, requests, and communications
- f. Presentation of accounts and other claims against the City
- g. Reports from officers, boards, and committees of the City
- h. Unfinished business
- i. New business
- j. Resolutions and ordinances
- k. Miscellaneous
- l. Adjournment

Subd. 2. **Petitions and Agenda.** Petitions and other papers addressed to the council shall be read by the clerk upon presentation of the same to the council. All persons desiring to present new business before the council shall inform the clerk at least 72 hours before said new business is to be heard. The clerk will prepare an agenda for the council before the time of the next regular meeting.

201.06. **Salaries of Mayor and Council members.** The salary of the mayor shall be ~~\$1500,~~ ~~\$2000~~ (January 1997) \$2500.00 (Aug 2007) per year and the salary of each councilmember shall be ~~\$750~~ \$1200.00 (January 1997) per year.

201.07. **Additional Special Meeting Compensation.** The mayor and each councilmember shall receive, in addition to their regular compensation, \$50.00 (effective 8-22-13) for each special meeting of the council which they attend and \$50.00 (effective 8-22-13) for each Field Crest Care Center meeting that they attend.

201.08. **Officials Under Workers' Compensation Act.** Pursuant to Minnesota Statutes, elected officials are included in the coverage of the Minnesota Workers' Compensation Act. Therefore, the mayor and council members of the City of Hayfield are included in the workers' compensation insurance held by the City of Hayfield.