

RESOLUTION #21-01

**A RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE
PRINCETON CITY COUNCIL, DESIGNATION OF BUILDING INSPECTOR,
DESIGNATION OF OFFICIAL DEPOSITORIES, DESIGNATION OF COLLATERAL
AUTHORITY, DESIGNATION OF OFFICIAL NEWSPAPER FOR THE CITY OF
PRINCETON, MILLE LACS AND SHERBURNE COUNTIES, MINNESOTA**

WHEREAS, the City Council of the City of Princeton has adopted rules of procedure for the City Council and finds that the rules adopted in 2010 are sufficient for that and future years, and

WHEREAS, Minnesota Statute 427 requires the City to establish official depositories for City funds; and

WHEREAS, the City Council of the City of Princeton has designated depositories for City funds which, pursuant to Minnesota State Statutes require that all funds deposited be secured by deposit insurance, bond, or collateral; further, that State Statute 118.01 requires approval of collateral submitted for security and allows the Council to designate an official with approval authority, and

WHEREAS, State Statutes mandate the City to designate an Official Newspaper for the City's publication of City Ordinances, Annual Financial Statements, Council Proceedings, Notices of Election, Resolutions, and other official City notices and that such newspaper must be a paper of general circulation in the City

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Princeton, Minnesota, hereby re-adopts the "Rules of Procedure" adopted in 2010 and attached hereto, and

BE IT FURTHER RESOLVED that the Council of the City of Princeton, Minnesota, hereby designates the following financial institutions as official depositories of City funds and authorizes the City to deposit funds in each institution only to the extent that the institutions have provided documentation of collateral in at least 110% of the amount authorized to be deposited therein:

Bremer Bank, Princeton;
First Bank and Trust, Princeton;
Spire Financial, Princeton Office;
US Bank, Princeton Office;
Wells Fargo Advisors, LLC

Sherburne State Bank, Princeton;
Edward Jones;
RBC Dain Rauscher

BE IT FURTHER RESOLVED that the City Treasurer be designated with authority to approve collateral that conforms to State Statute guidelines submitted as security for City funds, and

BE IT FURTHER RESOLVED that the Council of the City of Princeton, MN, hereby designates the Union Times as the Official Newspaper of the City for 2021 and the City Administrator/Clerk should publish all designated public notices in said newspaper.

BE IT FURTHER RESOLVED that the Council of the City of Princeton, MN, hereby designates Metro West Inspections as the City's building Inspector for 2021

ADOPTED this 7th day of January, 2021.

Thom Walker, Mayor

ATTEST:

Shawna Jenkins Tadych, City Clerk

RULES OF PROCEDURE

- PRINCETON CITY COUNCIL -

SECTION 1. MEETINGS

Subdivision 1. Regular meetings of the City Council shall be held on the 2nd and 4th Thursdays of each calendar month at 7:00 p.m. Regular Study Sessions shall be conducted on the 1st Thursday of each month at 4:30 p.m. The Study Session shall adjourn not later than 6:30 p.m. unless a majority at the session agree. Any regular meeting falling on a city holiday shall be rescheduled to another time. All meetings, including special and adjourned meetings, shall be held in the City Hall unless scheduled elsewhere by the Council.

Subdivision 2. Special meetings of the Council may be called by the Mayor or by any two members of the Council in writing filed with the Clerk stating the time, place, and purpose of the special meeting. At least one day before the meeting, the Clerk shall notify each member in writing of the time, place, and purpose of the meeting. Special meetings may be held without prior written notice when all Council members are present at the meeting setting the special meeting or consent in writing. Such consent shall be filed with the Clerk prior to the beginning of the meeting. Any special meeting attended by a quorum of the members shall be a valid meeting for the transaction of any business that may come before the Council.

Subdivision 3. At the first regular meeting in January of each year, the Council shall (1) designate the depositories of City funds; (2) designate the official newspaper; (3) choose from the Councilors an Acting Mayor who shall perform the duties of the Mayor during the disability or absence of the Mayor, or in case of a vacancy in the office of Mayor, until a successor has been appointed and qualifies; (4) appoint members of boards and commissions, as may be necessary; and appoint council members to liaisons with external organizations as may be desired.

Subdivision 4. All Council meetings, including special and adjourned meetings, shall be open to the public except as allowed by law.

SECTION 2. PRESIDING OFFICER

Subdivision 1. 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.

Subdivision 2. The presiding officer shall preserve order, enforce the rules of procedure herein prescribed, and determine what 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."

Princeton City Council Rules of Procedure

Page 2

Subdivision 3. Any member may appeal a ruling of the presiding officer to the Council. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain his ruling, but no other Council member shall participate in the discussion. The appeal shall be sustained only if it is approved by a majority of the members, exclusive of the presiding officer.

Subdivision 4. The Mayor or other presiding officer shall have all privileges of a Council member and may move, second, and debate from the chair.

SECTION 3. MINUTES

Subdivision 1. Minutes of each Council meeting shall be kept by the Clerk or designee. In the absence of both, the presiding officer shall appoint a secretary. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the City and can be accurately identified from the description given in the minutes.

Subdivision 2. The minutes of each meeting shall be reduced to typewritten form, shall be signed by the Clerk or designee, and copies shall be delivered to each Council member prior to the next regular 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.

SECTION 4. ORDER OF BUSINESS

Subdivision 1. Each meeting of the Council shall convene at the time and place appointed therefore. Council business shall be conducted in the following order:

1. Call to Order - Pledge of Allegiance
2. Roll Call - Agenda Additions/Deletions
3. Approval of Minutes
4. Consent Agenda
5. Open Forum
6. Public Hearings
7. Reports of Officers, Boards, and Committees
8. Petitions, Requests, and Communications
9. Ordinances and Resolutions
10. Unfinished Business
11. New Business
12. Miscellaneous
13. Bill List
14. Adjournment

Special meetings and study sessions need not follow this order, shall have an agenda prepared which shows the subject(s) of the meeting.

Subdivision 2. The order of business may be varied at the discretion of the presiding officer.

Subdivision 3. An agenda of business of each regular Council meeting shall be prepared and filed in the office of the Clerk not later than 5:00 p.m. on the Tuesday preceding the meeting. Agendas for special meetings and study sessions shall be prepared before the meeting when possible. The agenda shall be prepared in accordance with the order of business and copies thereof shall be distributed to each Council member and the City Attorney as far in advance of the meeting as possible. Special meetings and study sessions shall have an agenda prepared in advance when possible. The Council may consider matters not appearing on the agenda.

Subdivision 4. A consent agenda may be prepared for each meeting. It shall contain routine items that require Council action. A motion to approve the consent agenda shall not be debated. The consent agenda shall only be adopted by a unanimous vote of those members present. At the request of any one member, an item shall be removed from the consent agenda and placed on the regular agenda for debate.

SECTION 5. QUORUM AND VOTING

Subdivision 1. At all Council meetings a majority of all the Council members elected shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. The Council may punish non-attendance by a fine not exceeding \$25.00 for each absence from any meeting unless a reasonable excuse is offered.

Subdivision 2. The votes of the members on any questions pending before the Council may be by voice vote, standing vote, or in any other manner of voting which signifies the intention of the members. The names of those voting for and against the question shall be recorded in the minutes except where the vote is unanimous. Members are required to identify potential conflicts of interest prior to voting and abstain from votes where a conflict exists. A conflict shall exist if the member has a particular financial or other significant interest in the outcome. The Council shall determine if a conflict exists. If any member present does not vote, the minutes shall record the name of the councilor and the fact they abstained and the particular conflict of interest.

Subdivision 3. The majority of all members of the Council shall be necessary for approval of any ordinance unless a larger number is required by Statute. Except as otherwise provided by Statute, a majority vote of a quorum shall prevail in all other cases.

SECTION 6. ORDINANCES, RESOLUTIONS, MOTIONS, PETITIONS, AND COMMUNICATIONS

Subdivision 1. Generally, every ordinance shall be introduced in writing at a regular meeting and will receive a second reading and be subject to final consideration at any subsequent regular or special meeting held at least seven days thereafter. In the case of ordinances whose adoption may be time sensitive, the Council may waive the waiting requirement provided that 2/3 of those members present concur that waiving the waiting period is in the public's best interests. All petitions and other communications addressed to the Council shall be in writing and shall be presented to the Council. They shall then be recorded in the minutes by title and filed with the minutes in the office of the Clerk.

Subdivision 2. Every ordinance and resolution passed by the Council shall be signed by the Mayor, attested by the Clerk, and filed in the ordinance or resolution book. Proof of publication of every ordinance shall be attached to and filed with the ordinance.

Subdivision 3. Every ordinance or resolution repealing a previous ordinance or resolution or a section of subdivision thereof shall give the number, if any, and the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution or subdivision thereof shall be amended by reference to the title alone, but such an amending ordinance or resolution shall set forth in full each section or subdivision to be amended.

SECTION 7. COMMITTEES

Subdivision 1. The Council may create such standing or special committees as it deems necessary. Such committees shall consist of as many members and perform such duties that are related to the policy setting role of the council as the Council may desire.

SECTION 8. SUSPENSION OR AMENDMENT OF THE RULES

These rules, or any of them, may be temporarily suspended by a majority vote of all the Council members and shall not be repealed or amended except by a majority vote of the whole Council after notice has been given at some preceding Council meeting.