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Donald J. Fluegel *
Daniel J. Fluegel
Benjamin J. Colburn

To: Honorable Mayor and City Council
From: Daniel J. Fluegel, City Attorney 
Date: January 16, 2019
Re: Proposed Ordinance Amendment – City Council Meeting Procedure

Council Action Requested.

Hold a public hearing and complete a second reading of a proposed ordinance amendment modifying the standard City Council meeting procedure to include the Pledge of Allegiance and to move the public comment and suggestion section up to earlier in the meeting.

Background Information.

Hastings City Code §31.03 provides the structure and order for the City Council meeting procedure. Mayor Fasbender has proposed that the City Council add the Pledge of Allegiance at the beginning of the meeting and to move the public comments section to an earlier point in the meeting to facilitate public comment. Although the City Council can unanimously consent to changes in the meeting procedures on a case by case basis, it is appropriate to adopt permanent changes in the procedure by ordinance amendment. The enclosed Ordinance Amendment will adopt those changes.

Financial Impact.

There is no financial impact on the City resulting from this agreement.

Attachments.

Proposed Ordinance Amendment.

DAN/ksk

CITY OF HASTINGS, MINNESOTA

ORDINANCE NO. 2019-___, THIRD SERIES

An Ordinance of the City of Hastings Amending City Code Chapter 31: City Council and Officials

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HASTINGS:

HASTINGS CITY CODE CHAPTER 31, SECTION 31.03 IS AMENDED AS FOLLOWS
(new language is underlined, strikethrough language is deleted):

§ 31.03 COUNCIL PROCEDURE.

(A) Meetings. For any item to be considered at a regular Council Meeting, it must be submitted to the City Clerk at least 5 days before the regular Council Meeting. No item shall be considered at a Council Meeting unless it has been submitted as required herein or unless all Councilmembers present agree to consider it immediately. The City Administrator shall, at least 3 days prior to each regular meeting of the Council, prepare the following items: an agenda for the forthcoming meeting and a copy of all minutes to be considered. The City Administrator shall include the additional items as may be required by the Mayor and Council from time to time. The City Administrator shall forthwith cause to be delivered or mailed to the Mayor and each Councilmember, copies of all the documents. Robert's Rules of Order (revised) shall govern all Council meetings as to procedural matters not set forth below unless varied by the Mayor, without objection by the majority of the Council:

- (1) Call to order;
- (2) Pledge of Allegiance;
- ~~(3)~~ Roll call;
- ~~(4)~~ Determination of quorum;
- ~~(5)~~ Reading of minutes (actual reading shall be waived if each member of the Council was furnished with a copy thereof as hereinbefore set forth);
- (6) Comments and suggestions from citizens present, not on the agenda;
- ~~(7)~~ Opening of bids, and hearing, if applicable;
- ~~(8)~~ Reports from City Administrator, Planning Director, Public Works Director, and other city staff members;
- ~~(9)~~ Unfinished business;
- ~~(10)~~ New business;
- ~~(11)~~ Reports from city committees, officers, and the like;
- ~~(12)~~ Communications and miscellaneous business;
- ~~(13)~~ Payment of claims; and

(1314) Adjournment.

This Ordinance shall be effective upon its passage and publication.

Council member _____ moved a second to this Ordinance, and upon being put to a vote it was adopted by a majority of all Council members present.

Adopted by the Hastings City Council on this 22nd day of January, 2019, by the following vote:

Ayes
Nays:
Absent:

CITY OF HASTINGS

Mary Fasbender, Mayor

ATTEST:

Julie A. Flaten
City Clerk

I hereby certify that the above is a true and correct copy of the Ordinance presented to and adopted by the City of Hastings, County of Dakota, Minnesota, on the 22nd day of January, 2019, as disclosed by the records of the City of Hastings on file and of record in the office.

City Clerk