

**ORDINANCE NO. 110-A**

**AN ORDINANCE ESTABLISHING A TIME AND PLACE FOR REGULAR CITY COUNCIL MEETINGS, CHANGING THE REGULAR MEETING DATE OR PLACE, PROVIDING FOR THE ORDER OF BUSINESS AT CITY COUNCIL MEETINGS, ESTABLISHING A PROCEDURE REGULATING THE APPEARANCE OF PERSONS DESIRING TO BE HEARD AT MEETINGS OF THE CITY COUNCIL , PROVIDING FOR THE EXERCISE OF DISCRETION BY THE MAYOR, AND SETTING SALARTIES OF THE MAYOR AND CITY COUNCIL.**

The City Council of the City of Empire, County of Dakota, State of Minnesota, ordains as follows:

**SECTION 1.                    REGULARLY SCHEDULED MEETINGS; TIME AND PLACE; METHOD OF CHANGING**

The City Council of Empire, Dakota County, Minnesota, shall hold a meeting of its members, open to the public, on the second and fourth Tuesdays of every month at 7:00 P.M. at Empire City Hall, located on 197th Street West. In the event that the regularly scheduled meeting occurs upon a state, or national holiday, the meeting shall be held at the same place at the same time on the following day. In the event the Mayor decides that either the day, time or place of the meeting ought to be changed, notice of the change shall be posted in two conspicuous places in the City at least five days prior to the regularly scheduled meeting, exclusive of Sundays and holidays, and in no event shall the meeting be held prior to the date of the regularly scheduled meeting. Notice of any such change shall be given in a way calculated to give the public, including the news media, notice of the meeting.

**SECTION 2.                    SPECIAL MEETINGS**

Special meetings of the City Council may be called by the Mayor or the Clerk-Administrator. Notice of special meetings shall be given at least 24 hours prior to the meetings. In addition to notice to the members of the City Council, notice to the public of the special meeting, including notice to the news media, shall be given in the manner that the Clerk-Administrator deems best calculated to provide actual notice to the public including the news media.

**SECTION 3.                    ORDER OF BUSINESS**

At all regular or special meetings of the City Council of Empire, Dakota County, Minnesota, the order of business shall be as follows:

- A. Mayor or Acting Mayor calls the meeting to order.
- B. Call of roll to determine if quorum (three or more voting members) are present.
- C. Approval of the Minutes.
- D. Financial Reports by the Clerk-Administrator.
- E. Presentation of the bills to be paid.
- F. Appearances by persons desiring to be heard and who have complied with the provisions of Section 4, below.
- G. Committee reports.
- H. Discussion and disposition of all business.
- I. New business.
- J. Adjournment.

**SECTION 4.            APPEARANCES, PROCEDURE**

Any person desiring to address the City Council at a regular or special meeting thereof, may do so, provided:

- B. Identify themselves for the meeting minutes. Each person shall have no more than five (5) minutes to speak. A maximum of 30 minutes will be allowed for a Visitor's Forum at any City Council Meeting. Topics of discussion shall be restricted to local governmental topics and not private agendas. The City Council may discuss but will not take formal action on an issue presented during the Visitor's Forum.

**SECTION 5.            MAYOR'S DISCRETION**

At the sole discretion of the mayor, a person desiring to be heard who has not complied with Section 5 above, may be either heard or deferred to the next regularly scheduled meeting.

**SECTION 6.            MAYOR AND COUNCIL SALARIES**

Notwithstanding any previously adopted ordinances to the contrary, the salary of the mayor and other members of the city council shall be established as follows;

Subd. 1. Mayor. The salary for the mayor shall be \$85.00 per meeting for attendance at regular or special meetings of the city council, and \$85.00 for attendance or appearance on

behalf of the city at other meetings related to official city business and authorized by the city council.

Subd. 2 Councilmembers. The salary of each member of the city council shall be \$85.00 per meeting for attendance or appearance on behalf of the city at regular or special meetings of the city council, and \$85.00 for attendance or appearance on behalf of the city at other meetings related to official city business and authorized by the city council.

Subd. 3 Changes in Salary. Per Minnesota Statute 415.11, Subd. 2, no change in salary shall take effect until after the next succeeding municipal election.

Subd. 4 Expense Reimbursement. The mayor and city councilmembers shall be reimbursed by the city for reasonable travel expenses incurred while attending the meetings specified above, except that mileage expenses incurred while traveling to and from meetings held in the City of Empire shall not be reimbursable. Mileage shall be reimbursed at the rate approved by the U.S. General Services Administration.

**SECTION 7.**            **EFFECTIVE DATE.**

This ordinance shall take effect upon its passage and publication and according to law.

**SECTION 8.**            **REPEAL**

Ordinance No. 110, An Ordinance Establishing a Time and Place for Regular City Council Meetings, is hereby repealed.

Passed by the City Council of Empire, Minnesota this 28th day of January 2025.

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Mayor

Attested:

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Clerk-Administrator

Summary Published in the February 7, 2025 Edition of the Dakota County Tribune