



## Legislation Details (With Text)

|                       |                                                                                                 |                      |   |              |  |
|-----------------------|-------------------------------------------------------------------------------------------------|----------------------|---|--------------|--|
| <b>File #:</b>        | Res. 2022-005                                                                                   | <b>Version:</b>      | 1 | <b>Name:</b> |  |
| <b>Type:</b>          | Resolution                                                                                      | <b>Status:</b>       |   | Passed       |  |
| <b>File created:</b>  | 12/17/2021                                                                                      | <b>In control:</b>   |   | City Council |  |
| <b>On agenda:</b>     | 1/4/2022                                                                                        | <b>Final action:</b> |   |              |  |
| <b>Title:</b>         | Consider Amending Adopted Schedule for 2022 City Council Meetings.                              |                      |   |              |  |
| <b>Sponsors:</b>      |                                                                                                 |                      |   |              |  |
| <b>Indexes:</b>       |                                                                                                 |                      |   |              |  |
| <b>Code sections:</b> |                                                                                                 |                      |   |              |  |
| <b>Attachments:</b>   | 1. 1 - Res Amending Council Meeting Schedule 2022, 2. 2 - 2022 council meeting amended schedule |                      |   |              |  |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

**City Council Meeting Date:** January 4, 2022

**To:** Mayor and City Council  
City Administrator

**From:** Lynette Peterson, City Clerk

**Subject:**  
Consider Amending Adopted Schedule for 2022 City Council Meetings.

**Action Requested:**

The Northfield City Council approves the attached Resolution amending the adopted schedule of City Council meetings removing the February 1, 2022 City Council meeting.

**Summary Report:**

The change in the meeting schedule includes eliminating a council meeting due to the Caucus and also changing the optional December 13 Council Meeting to the annual Holiday Social and Appreciation Reception. According to Minnesota Statute 202A.19 - No special taxing district governing body, school board, county board of commissioners, township board, or city council may conduct a meeting after 6:00 p.m. on the day of a major political party precinct caucus. These are the only changes to the previously adopted 2022 City Council Meeting schedule at this time.

The Northfield City Charter provides that the Council shall meet at such time as may be prescribed by resolution. The meeting schedule will remain in effect until modified by the Council. The schedule can be modified at any time by resolution. Special meetings may be scheduled as needed as long as they comply with public notice requirements in accordance with the laws of Minnesota. The proposed schedule is as follows:

- Regular council meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, with exceptions as noted on the attached schedule.
- Work sessions are typically scheduled on the 2<sup>nd</sup> Tuesday of each month.

- Meetings are typically held at City Hall at 6:00 p.m. unless otherwise noted.
- Regular Council meetings may be combined with work sessions when needed. Work sessions may be combined with a regular meeting, if the length of the agenda permits it. These will be posted on the meeting agenda.
- Additional meetings/work sessions will be scheduled as needed.
- Meetings and work sessions may be cancelled if not needed.

The amended schedule of 2022 City Council meetings and work sessions is attached. Exceptions to the normal meeting schedule noted above are as follows:

- February meeting dates:
  - February 1, 2022 - No Meeting due to Caucus
- July 5 - No meeting - Holiday week
- August meeting dates:
  - 8/1 - Monday Council meeting due to National Night Out on 8/2
  - 8/9 - No Meeting - Election Day
  - 8/12 - Council meeting (special - canvass election results)
  - 8/16 - Council worksession
  - 8/23 - Council meeting (optional only if needed)
- November meeting dates:
  - 11/8 - No Meeting - Election Day
  - 11/15 - Council meeting/worksession (regular - canvass election results)
  - 11/22 - Council meeting (optional only if needed)
- December meeting dates:
  - 12/13 - Holiday Social and Appreciation Reception (Council, Boards, Commission, Staff and Public Invited)

**Alternative Options:**

The Council could modify the meeting schedule or delay action on the resolution to a future meeting.

**Financial Impacts:**

None.

**Tentative Timelines:**

The current meeting schedule will remain in effect until modified by the Council.