



## Legislation Text

---

**File #:** Res. 2017-107, **Version:** 1

---

**City Council Meeting Date:** December 5, 2017

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

**From:** Deb Little, City Clerk

**Subject:**  
Consider Adopting Schedule for 2018 City Council Meetings

**Action Requested:**

The Northfield City Council is being asked to approve the attached resolution adopting the schedule of City Council meetings for the first and third Tuesday of each month, with work sessions on the second Tuesday of each month. Exceptions are noted on the attached schedule.

**Summary Report:**

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.
- Meetings are held at City Hall at 6:00 p.m.
- Work sessions are typically scheduled on the 2<sup>nd</sup> Tuesday of each month.
- 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 proposed schedule of 2018 City Council meetings and work sessions is attached. Exceptions to the normal meeting schedule noted above are as follows:

- February 6 - precinct caucuses - no meeting
- February 13 - Council meeting and work session
- August 6 - Monday Council meeting to accommodate Council attendance at National Night events on Tuesday, August 7
- August 14 - Primary Election - no meeting
- August 16 - Proposed special meeting at 5:30 pm to canvass votes. Must be done on the second or third day following the Primary Election.
- November 6 - General Election - no meeting

- November 13 - Council meeting/work session

**Alternative Options:**

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

**Financial Impacts:**

None.

**Tentative Timelines:**

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