

**CITY OF SCANDIA  
ORDINANCE NO.: 125**

**AN ORDINANCE AMENDING ORDINANCE NO: 91,  
AN ORDINANCE ESTABLISHING RULES FOR THE ORGANIZATION AND  
PROCEDURE OF THE CITY COUNCIL OF THE CITY OF SCANDIA**

The City Council of the City of Scandia, Washington County, Minnesota hereby ordains:

**Section 1. Amendment.** Ordinance No. 91, Section 1, MEETINGS, shall be amended to read as follows:

**Section 1. MEETINGS**

**Subdivision 1. Regular meetings.** Regular meetings of the city council shall be held on the third Tuesday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place, unless otherwise determined by a majority vote of the Council. The city clerk shall maintain a schedule of regular meetings. This schedule shall be available for public inspection during regular business hours at the city clerk's office. All meetings, including special emergency meetings, shall be held at the Scandia Community Center, 14727 209<sup>th</sup> Street North.

**Subdivision 2. Work sessions.** A work session meeting of the of the city council shall be held on the second Tuesday of each calendar month at 6:30 p.m. The city clerk shall include these meetings on the schedule of meetings available for public inspection. Work sessions may be cancelled by the Mayor if there is no business to come before the council, with at least 24 hours notice to each member of the council.

**Subdivision 3. Meetings of the Planning Commission.** A meeting of the Planning Commission shall be held on the first Tuesday of each calendar month at 7:00 p.m. The Planning Commission Chair or any two members of the Commission may call a special meeting. The city clerk shall post notice of special meetings at least three days prior to the special meeting and provide at least 24 hours written notice to each member of the Commission.

**Subdivision 4. Special meetings.** The mayor or any two members of the council may call a special meeting of the council upon at least 24 hours written notice to each member of the council. This notice shall be delivered personally to each member, or left at the member's usual place of residence with some responsible person. Similar written notices shall be mailed at least three days before the meeting date to those who have requested notice of such special meetings. This request must be in writing and filed with the city clerk, designating an official address where notice may be mailed. Such request will be valid for one year.

**Subdivision 5. Emergency Meetings.** The mayor or any two councilmembers may call an emergency meeting when circumstances require the immediate consideration of a matter by the council. Notice may be in writing personally delivered to councilmembers or may be in the form of personal telephone communication. Notice must include the date, time, place and purpose of such a meeting. Where practical, the clerk shall make an effort to contact news gathering organizations that have filed a request to receive notice of special meetings.

**Subdivision 6. Annual Meeting.** At the first regular Council meeting of January of each year, the council shall do the following:

- (a) Designate the depositories of city funds;
- (b) Designate the official newspaper;
- (c) Choose an acting mayor from the councilmembers who shall perform the mayor's duties during the mayor's absence, disability from the city, or in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.
- (d) Appoint necessary officers, employees and members of boards, commissions and committees.

**Section 2. Amendment.** Ordinance No. 91, Section 8, ADVISORY COMMITTEES AND COMMISSIONS, Subdivision 3 shall be amended to read as follows:

**Subdivision 3. Parks and Recreation Committee.** There is established a Park and Recreation Advisory Commission for the City, to act in an advisory capacity to the Council in all matters relating to a park and recreation program in the City. The Park and Recreation Advisory Committee consists of seven members appointed by the Council for staggered terms of five years, expiring on January 31st of each year. The Chairperson and Vice Chairperson of the Parks and Recreation Committee are appointed by the Commission from among the members of the Commission, subject to approval by the Council, for a term of one year. The Committee shall adopt its own rules and procedures with the approval of the Council.

**Section 3. Effective Date.** This ordinance shall be in full force and effect upon its adoption and publication according to law.

Passed and adopted by the City Council of the City of Scandia this 18th day of January, 2011.

  
Randall Simonson, Mayor

ATTEST:

  
Anne Hurlburt, Administrator/Clerk