

## *CHAPTER 2*

### *Administration*

- 2.1 *Form of Government.* The City shall be governed by a Mayor and Council of four persons. The Mayor and Council members shall each have one vote on all matters which come before them. The Mayor shall vote only in the event of a tie.
- 2.2 *Terms of Office.*
- Subd. 1.* The term of office for Mayor shall be two years.
- Subd. 2.* The term of office for each Council member shall be four years. The terms of office shall be alternated so that two Council member positions are open for election every two years.
- 2.3 *Council Meetings.*
- Subd. 1.* Regular meetings shall be held on the second Tuesday of every month at 7:00 P.M.
- Subd. 2.* Special meetings may be called by any two Council members or the Mayor and Administrator. The time and location for any special meeting shall be designated by the requesting members.
- Subd. 3.* All regular meetings shall be held at City Hall unless the Council determines the meeting should be held in another location.
- Subd. 4.* The Mayor shall preside over all Council meetings. In the Mayor's absence, the Council shall designate one of its members to preside over the meeting.
- Subd. 5.* If the Council meeting conflicts with a holiday or election date, the meeting shall be held the next business day. Special meetings may be held on a holiday or election date if an emergency reasonably exists.
- 2.4 *Financial Matters.*
- Subd. 1.* The offices of City Clerk and City Treasurer are hereby combined as permitted by State law and shall be referred to as "Administrator" as provided in Section 1.4(A) of the Code.
- Subd. 2.* There shall be an annual audit of the City's financial affairs consistent with the procedures and standards as set forth by relevant law or the Minnesota State Auditor's Office.

2.5 *Salaries/Compensation.*

*Subd. 1.* The Mayor and each Council member is entitled to compensation for attendance at all regular and special meetings, or in connection with the exercise of any duty, obligation, or function on behalf of the City. Compensation may include reimbursement for all reasonable expenses incurred by the Mayor or Council member as a part of fulfilling their duties. Compensation, including reimbursement for expenses, shall be established by resolution from time to time by the Council.

*Subd. 2.* The salary of the Administrator shall be established by resolution from time to time by the Council.

2.6 *Boards and Commissions.* The Mayor and Council may establish such boards and commissions as it believes reasonable and necessary. The composition, compensation, terms, procedures and powers shall be determined and established by resolution by the Council.