



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council  
FROM: Jasper Kruggel, City Administrator  
SUBJECT: Open Meeting Law Policy – Standing Committee Meetings  
DATE: For the City Council Meeting of Monday, July 22, 2019

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**PURPOSE/ACTION REQUESTED**

Consider adoption of a policy related to City Council members attending standing committee meetings.

**SUMMARY**

The Personnel and Budget Committee discussed a situation that may have Open Meeting Law implications. A question was raised about noticing standing committee meetings such as Personnel and Budget Committee meets as City Council meetings if there is an additional City Council member present, creating a quorum of City Council members.

After consulting with legal counsel and the Personnel and Budget Committee, a policy is being recommended for City Council. The summary of the policy is as follows:

- If Administration is aware of that a quorum of City Council members will be present at a standing committee meeting, that meeting will be noticed as a City Council meeting
- It is recommended that unless a City Council member feels strongly to attend, that the appointed members are the only attendees of standing committee meetings, making compliance with the Open Meeting Law more attainable
- If a Council member would like to attend a standing committee meeting, they should reach out to Administration at least three days before the meeting so that it can be properly noticed

Standing committees that are affected by this policy include, but may not be limited to:

- Housing and Redevelopment Authority
- Planning Commission
- Fire Commission
- Economic Development Authority
- Board of Zoning Appeals
- Minnesota River Valley Public Utilities Commission
- Personnel and Budget Committee

**PURPOSE/ACTION REQUESTED**

Staff is recommending that City Council acknowledge and adopt these policy guidelines for attending standing committee meetings.

# City of Le Sueur, Minnesota

## City Council Standing Meeting Attendance Policy

### **Purpose**

The primary purpose of the City of Le Sueur's City Council Standing Meeting Attendance Policy is to provide guidance to City Council members related to the attendance of standing committee meetings that they are not directly appointed to or participate on.

### **Definitions**

The following phrases have special meanings as used in this policy:

- A. **Standing committee** refers to any Housing and Redevelopment Authority, Planning Commission, Fire Commission, Economic Development Authority, Board of Zoning Appeals, Minnesota River Valley Public Utilities Commission, Minnesota River Valley Transit Committee, Personnel and Budget Committee, Recreation and Park Advisory Committee, or any other board, commission, or committee that has City Council members appointed.
- B. **Open Meeting Law** refers to Minnesota Statutes Chapter 13D.

### **Standing Committee Meeting Attendance Policy**

- If Administration is aware of that a quorum of City Council members will be present at a standing committee meeting, that meeting will be noticed as a City Council meeting
- It is recommended that unless a City Council member feels strongly to attend, that the appointed members are the only attendees of standing committee meetings, making compliance with the Open Meeting Law more attainable
- If a Council member would like to attend a standing committee meeting, they should reach out to Administration at least three days before the meeting so that it can be properly noticed

**ADOPTED BY CITY COUNCIL: JULY 22, 2019**