

CHAPTER II

COUNCIL - CITY

Section 200 - Council rules and procedures

200.01. Regular and special meetings. Regular meetings of the council must be held on the first and third Tuesday of each month in the council chambers of the city hall at 7:00 p.m. unless otherwise specified by council resolution. Meetings may be adjourned from time to time to a specified date or subject to the call of the mayor or any three members of the council upon at least twelve hours' notice to each member of the council and such other notice required by law. Regular and special meetings of the council are held in compliance with section 3.01 of the charter. Meetings of the council must be open to the public.

200.03. Quorum. A majority of council members elected constitutes a quorum, but a smaller number may adjourn from time to time.

200.05. Presiding officer and secretary. The mayor presides at meetings of the council. The council must choose from its members a mayor pro tem in accordance with section 2.08 of the charter. The secretary of the council is appointed by the council and performs those duties stated in section 3.02 of the charter. The city clerk is the secretary of the council.

200.07. First meeting. At the first regular meeting of the council in each year, the council must designate an official newspaper, and depositories for official funds. The council may appoint such committees as it deems necessary.

200.09. Council rules; presiding officer. The presiding officer must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. The city council is governed in its procedure by the provisions of chapters 2 and 3 of the city charter and Roberts Rules of Order (Newly Revised Edition) except where otherwise provided by the charter or by this chapter. The council may make and change its own rules from time to time by resolution duly adopted and any such changes supersede Roberts Rules of Order (Newly Revised Edition) and any previously adopted rules to the extent they conflict with the new rules. The council may, as part of its rules, impose on itself specific voting requirements related to the adoption and amendment of its rules including, but not limited, that such actions must be approved by more than a majority of the council. Any such specific voting requirements must be clearly identified in the rules. Rules adopted by the council shall remain in effect until changed, repealed, or superseded by council action. The most current version of the council rules shall be posted on the city's website and a copy shall be available in the meeting room during regular and special council meetings. The presiding officer may speak on any question being considered, and has the rights, privileges, and duties of any other member of the council. The presiding officer may temporarily yield the chair to introduce or second a motion, resolution or ordinance. (Amended, Ord. No. 2015-03)

200.11. Motions reduced to writing. A motion must be reduced to writing at the request of any member present. Ordinances and resolutions must be presented in writing and read in full before a vote is taken thereon unless the reading is dispensed with by unanimous consent.

200.13. Signing and publishing of ordinances. Ordinances must be signed in accordance with section 3.08 of the charter, attested by the clerk, published after its passage by the council, and recorded by the clerk in a properly indexed book kept for that purpose.

Section 205 - Wards of the city

205.01. (Repealed, Ord. No. 2009-05, Sec. 2)

205.03. (Repealed, Ord. No. 2012-03, Sec. 2)

205.05. (Added, Ord. No. 2012-03, Sec. 1) Pursuant to the city charter, and in conformance with the 2010 United States Census of population, as issued by the United States Bureau of Census, the following are established as wards of the city.

Ward 1:

All that part of Crystal lying west of State Trunk Highway No. 100 and lying south and west of the following described line: beginning at the intersection of the centerline of 34th Avenue North and the westerly right-of-way line of said Highway No. 100, thence west along said centerline of 34th Avenue North to its intersection with the centerline of Louisiana Avenue North, thence north along said centerline of Louisiana Avenue North to its intersection of the centerline of 35th Avenue North, thence west along said centerline of 35th Avenue North to the centerline of Nevada Avenue North, thence north along said centerline of Nevada Avenue North to the centerline of 36th Avenue North, thence west along said centerline of 36th Avenue North to the centerline of Boone Avenue North and there terminating.

Ward 2:

All that part of Crystal lying east of State Trunk Highway No. 100 and north of Ward 1 and south and west of the following described line: beginning at the intersection of the east corporate limits and the centerline of 44th Avenue North, thence west along said centerline of 44th Avenue North to its intersection with the centerline of Brunswick Avenue North, thence north along said centerline of Brunswick Avenue North to its intersection with the centerline of 45th Avenue North, thence west along said centerline of 45th Avenue North to its intersection with the west corporate limits which is 163 feet more or less west of the intersection of the centerlines of 45th Avenue North and Louisiana Avenue North and there terminating.

Together with that part of Crystal described as: beginning at the intersections of the centerlines of Winnetka Avenue North and 36th Avenue North, thence east to the west line of the Canadian Pacific Railroad easement, thence north 1,843.2 feet more or less along said easement line to the city border, thence west along the city border to the centerline of Winnetka Avenue North, thence south along the centerline of Winnetka Avenue North to the point of beginning

Together with that part of Crystal described as: beginning at the intersections of the centerlines of 35th Avenue North and Nevada Avenue North, thence east to the centerline of Louisiana Avenue North, thence north to the centerline of 36th Avenue North, thence west to the centerline of Nevada Avenue North, thence south to the point of beginning.

Ward 3:

All that part of Crystal lying north of Ward 2 and south of a line beginning at the intersection of the centerlines of 54th Avenue North and Nevada Avenue North, thence southeasterly along the centerline of said 54th Avenue North to the centerline of Maryland Avenue North, thence east along the centerline of 54th Avenue North to the centerline of West Broadway Avenue (County Road No. 8), thence southeasterly along the centerline of West Broadway Avenue (County Road No. 8), to the centerline of Douglas Drive North, thence north along the centerline of Douglas Drive North to the centerline of 55th Avenue North, thence west along the centerline of 55th Avenue North to the centerline of Sherburne Avenue North, thence northerly along the centerline of Sherburne Avenue North to the centerline of 56th Avenue North (County Road No. 10), thence east along the centerline of 56th Avenue North (County Road No. 10), to the centerline of County Road 81/Bottineau Boulevard, thence southeasterly along the centerline of County Road 81/Bottineau Boulevard to the centerline of the Canadian Pacific Railroad easement, thence easterly along the centerline of said railway easement to the easterly corporate limits.

Ward 4:

All those parts of Crystal lying generally north of Ward 3.

Section 210 - Salaries of elected officials
(Repealed, Ord. No. 97-12, Sec. 1)

Section 211 - Salaries of elected officials
(Added, Ord. No. 97-12, Sec. 1)

211.01. Salary schedule. Subdivision 1. The annual salary of the mayor and other members of the city council are in the amounts and for the calendar years shown below:

<u>Calendar Year</u>	<u>Mayor Salary</u>	<u>Councilmember Salary</u>
2013	\$10,514.69	\$8,088.83
2014	\$10,619.84	\$8,169.72

Notwithstanding the foregoing, the council may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the mayor and the other councilmembers. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of all the members reverts to the salary in effect immediately before the ordinance was enacted.

(Amended, Ord. No. 2001-10, Sec. 1; Ord. No. 2006-5, Sec. 1; Ord. No. 2007-14, Sec. 1; Ord. No. 2009-04, Sec 1; Ord. No. 2010-02, Ord. No. 2011-07, 2012-05))

Subd. 2. The salaries of the mayor and other councilmembers are payable monthly.

Section 215 - City elections

215.01. General. Elections in the city are conducted in accordance with the general laws of the state of Minnesota, chapter 4 of the city charter, and Laws 1971, chapter 213, as amended by Laws 1975, chapter 79.

215.03. Election dates. Primary elections in the city are held on the second Tuesday in August. General elections are held on the first Tuesday after the first Monday in November. The council may set the date for a special or primary election by resolution. (Amended, Ord. No. 2010-03)

215.05. Filing of office. The council must by resolution fix the dates within which candidates for municipal office must file in any municipal election, except that in the case of primary elections, the filing dates are those provided by law for cities of the same class as the city.

215.07. Absentee ballot counting board. Subdivision 1. Board established. As authorized by Minnesota Statutes, section 203B.13, an absentee ballot counting board is established. The board is appointed in the manner provided by law.

Subd. 2. Examination of ballots. The absentee ballot counting board is authorized to examine absentee ballot envelopes and receive or reject absentee ballots in the manner provided by Minnesota Statutes, section 203B.12.

Subd. 3. All elections. An absentee ballot counting board must be appointed for each general and special election in the city.

215.09. Background: findings. Subdivision 1. Laws of Minnesota 1994, chapter 646, Laws of Minnesota 1995, chapter 8, and Minnesota Statutes, section 205.07 (collectively, the "Act") require the city to modify the election system provided for in chapter 4 of the city charter to provide for the election of members of the city council in either odd-numbered years or even-numbered years, but not both. The Act also requires that (i) members of the council be elected for four-year terms and (ii) the mayor be elected for either a two-year term or a four-year term. The Act applies to municipal elections for terms commencing in 1998.

Subd. 2. The council has investigated the facts and determined that it is in the best interests of the city and its citizens that the regular municipal election be held in even-numbered years and that the term of the mayor be four years.

Subd. 3. It appears to be the intent of the Act that the transition to biennial elections be accomplished by ordinance of the city. The council has found and determined that the adoption of this ordinance is necessary to enable the city to comply with the terms of the Act.

Subd. 4. The city staff has prepared a schedule of elections and terms that will enable the city to comply with the Act. The recommended schedule, embodied in subd. 5, is approved.

Subd. 5. Transition schedule. In the years 1997 and thereafter, the general municipal election will be held on the first Tuesday after the first Monday in November in the years, for the terms, and for the respective offices described in the following table:

<u>Year of Election</u>	<u>Office</u>	<u>Term</u>	<u>Next Election</u>	<u>Term</u>
1997	Ward 3	98-99-00	2000	4 Years
	Ward 4	98-99-00	2000	4 Years
	Section 1	98-99-00	2000	4 Years
1998	Ward 1	99-00-01-02	2002	4 Years
	Ward 2	99-00-01-02	2002	4 Years
	Section 2	99-00-01-02	2002	4 Years
1997	Mayor	98-99-00	2000	4 Years

Subd. 6. The city clerk is authorized and directed to take all actions necessary to provide for an orderly transition from the existing election schedule to the schedule set forth in subdivision 5. (Added, Ord. No. 96-14, Sec. 1)

215.11. Campaign contributions. Subdivision 1. Preliminary; background. It is found and determined by the city council of the city of Crystal that it is necessary and desirable that the public be fully informed of all contributions of over \$100 made to any person who is a candidate for the office of mayor or councilmember be made a matter of public record. This section establishes a system for the filing, recording and publication of the same of such contributions. The requirements of this subsection are in addition to any similar requirements of state law. (Added, Ord. 2004-14, Sec. 1)

Subd. 2. Definitions.

- a) Candidate means the mayor or councilmember or person who has filed an affidavit of candidacy for the office of mayor or councilmember in the city.
- b) Campaign contribution means anything of monetary value that is given or loaned to a candidate or candidate's committee for a political purpose. The term does not include a service provided without compensation by an individual.
- c) Persons means a natural person or corporation or any legal entity as defined by law or the code except:
 - 1) the candidate; or
 - 2) the candidate's spouse.
- d) Source means a natural person, a corporation or partnership or any legal entity as defined by law or this code.
- e) It is the intent of this subsection that the terms candidate, committee, person and source has the meanings given them by Minnesota Statutes, chapter 211A. (Added, Ord. 2004-14, Sec. 2)

Subd. 3. Procedures.

- a) Filing: forms. A candidate or candidate's committee must file a report each year listing each contribution in that year from any source of more than \$100. The report must be made on a form or forms approved by resolution of the city council and prepared by the city clerk. The report must be filed with the clerk no later than January 31 of each year following the year that is the subject of the report, and in a year when the candidate's name appears on the ballot, the candidate shall file a report (a) ten days before the primary election, if any; (b) ten days before the general election or special election, and (c) 30 days after a general or special election. (Added, Ord. 2004-14, Sec. 3)
- b) Forms; content. The form of the report approved by council resolution must include:
- 1) the name and address of the candidate or candidate's committee;
 - 2) the name and address of the person responsible for filing the report;
 - 3) the amount of the contributions received since the last annual report until five days prior to the submission of the report;
 - 4) the name and address of any person making a total contribution of more than \$100 in the reporting year; and
 - 5) such other information deemed necessary by the city council. (Added, Ord. 2004-14, Sec. 2)

Subd. 4. Availability; publication. The clerk must maintain the reports filed pursuant to this section in such a manner so as to make them easily accessible to members of the public. The clerk must, if so directed by the city council, make the reports, or a summary of the reports, available on the city's website. (Added, Ord. 2004-14, Sec. 4)

Subd. 5. Indexing. The monetary limitation of this subsection must be adjusted annually on July 1 by use of the consumer price index published annually by the United States Department of Labor. (Added, Ord. 2004-14, Sec. 5)

Subd. 6. Penalty. Violation of this subsection is a misdemeanor. (Added, Ord. 2004-14, Sec. 6)