

AGENDA
Special Work Session City Council Meeting
 Hybrid (ZOOM Video and In Person), City Hall
 May 18, 2026, 6:30 p.m.

- | | | |
|----|--|------------------------------|
| 1. | CALL TO ORDER/DETERMINATION OF QUORUM <i>Council President</i> | <i>Information Found On:</i> |
| 2. | PUBLIC FORUM (3 minute limit)
Individuals may address the City Council about items on the agenda or not included on the agenda. Speakers are required to state their name and address for the Council record and limit their remarks to three minutes or fewer. Speakers are requested to frame their comments around items that fall within the authority of the City Council. Generally, the City Council will not take official action on the items discussed at this time, but may place the item on file, take the matter under advisement, refer the matter to staff or a committee for a future report or direct the matter to be placed on an upcoming agenda. | |
| 3. | BILLS DISCUSSION <i>City Council</i> | |
| 4. | CONSENT AGENDA ITEM DISCUSSION <i>City Council</i> | |
| 5. | COUNCIL INFORMATION ONLY ITEMS | |
| a. | Policy 13, Bylaws: Authorities, Boards, Bureaus, Commissions, and Committees (10 minutes) <i>City Administrator</i> | Pages 2-7 |
| b. | State Flag Discussion (15 minutes) <i>City Administrator</i> | None |
| c. | Annual CGMC Conference, July 22-24, 2026, New Ulm (2 minutes) <i>City Administrator</i> | None |
| d. | Council Packet Discussion (2 minutes) <i>City Administrator</i> | Page 8 |
| e. | Other | |
| 6. | CONSTITUENT MESSAGE(S) | |
| 7. | ADJOURNMENT | |

If you need any type of reasonable accommodations to participate in this meeting, contact City Hall at (320) 616-5500 at least 72 hours prior to the meeting. Meetings are live streamed at [LITTLE FALLS CITY COUNCIL MEETING](#). A current list of meetings can be found at [Notice of Meetings](#).

AGENDA ITEM

CITY COUNCIL MEETING: May 18, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Update of Policy 13 - Bylaws for Authorities, Boards, Bureaus, Commissions, and Committees

BACKGROUND: Staff are recommending updates to the City policy governing bylaws for authorities, boards, bureaus, commissions, and committees. The proposed amendments clarify procedures for meetings, officer responsibilities, attendance expectations, vacancies, and conflicts of interest. The revisions also add provisions for remote participation to ensure compliance with Minnesota Open Meeting Law requirements.

These updates are intended to improve consistency in board and commission operations and provide clear minimum standards for advisory bodies that do not have separate approved bylaws.

ACTION REQUEST: The City Council approve the updated Policy 13 - Bylaws for Authorities, Boards, Bureaus, Commissions, and Committees as presented.

BUDGETED: N/A No Yes Fund: N/A

STAFF PERSON REQUESTING: Alex Smith, City Administrator

CITY OF LITTLE FALLS
POLICY

SUBJECT: ~~BYLAWS; BYLAWS; AUTHORITIES; AUTHORITIES~~, BOARDS, BUREAUS,
COMMISSIONS, AND COMMITTEES

DATE COUNCIL APPROVED: ~~04/04/83~~, 05/04/2026

LOCATION IN MINUTES: RESOLUTION 1983-22; ~~MOTION~~ APPROVING POLICY AMENDMENT

Introduction

The City Code, in establishing various authorities, boards, bureaus, commissions, and committees, necessitates the establishment of bylaws in order to conduct business in an orderly fashion. As such, the City Council hereby establishes the following minimum standards for bylaws for each authority, board, bureau, commission, and committee.

In doing so, the City Council delegates the responsibility of recommending more comprehensive bylaws to each authority, board, bureau, commission, or committee, which the City Council must approve if such authority, board, bureau, commission, or committee feels the need exists. These provisions shall serve as the default bylaws for any authority, board, bureau, commission, or committee that has not adopted separate bylaws approved by the City Council.

I. General By-Laws: ~~(For those authorities, boards, bureaus, commissions and committees that have not formally adopted by-laws.)~~

1. OFFICERS

The officers of all authorities, boards, bureaus, commissions and committees shall, at minimum, consist of a Chairperson, Vice Chairperson and Secretary.

The Chairperson shall preside at all meetings and hearings and shall have the duties normally conferred by parliamentary usage on such officers.

The Vice Chairperson shall act for the chairperson in his or her absence.

The Secretary may be a City staff person assigned to the authority, board, bureau, commission or committee.

2. ELECTION OF OFFICERS

The annual organization meeting of all authorities, boards, bureaus, commissions and committees shall be held in February of each year, or as soon thereafter as is practical.

Nominations shall be made from the floor at the annual organizational meeting and election of the officers specified shall follow immediately thereafter.

A candidate receiving a majority vote of the membership present shall be declared elected and shall serve for one year or until a his or her successor shall take office.

Vacancies in office shall be filled by regular election procedure.

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3. MEETINGS

~~Meetings shall be held on a regular schedule established by the body, or as otherwise needed to conduct business. Meetings shall be held on a regular basis, normally each month. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting. Meetings shall be held on a regular schedule established by the body, or as otherwise needed to conduct business. Meetings shall generally be held on a regular basis, normally each month. If a regularly scheduled meeting falls on a legal holiday, the meeting shall be rescheduled to the following business day. If a regular meeting conflicts with another event or circumstance, the meeting may be rescheduled with proper notice in accordance with the Minnesota Open Meeting Law.~~

~~A quorum shall consist of a majority of the appointed members of the body. A quorum shall consist of one half plus one of the entire members.~~

A majority vote of members present is required to transact business. Voting shall be by aye or nay response. A record of the vote shall be kept as a part of the minutes.

The Chairperson may call special meetings. It shall be the duty of the Chairperson to call a special meeting when requested to do so by a majority of members.

~~Notice of special meetings shall be provided to members and posted in accordance with the Minnesota Open Meeting Law. City staff shall notify all members not less than five (5) days in advance of such special meeting.~~

3.A. REMOTE PARTICIPATION

~~Members may participate in meetings by interactive technology when authorized by Minnesota Statutes and when the requirements of Minnesota Statutes Chapter 13D are satisfied.~~

~~A member participating remotely shall be considered present for purposes of quorum and voting. Remote participation is permitted only if all of the following conditions are met:~~

- ~~a. All members participating in the meeting, whether in person or remotely, can hear one another and hear all discussion and testimony;~~
- ~~b. All persons present at the regular meeting location can hear all discussion and all votes;~~
- ~~c. At least one member of the body, the chief administrative officer, or the City Attorney is physically present at the regular meeting location, unless otherwise permitted by law;~~
- ~~d. All votes are conducted by roll call so that each member's vote can be identified and recorded; and~~
- ~~e. Proper notice of the meeting is provided in accordance with the Minnesota Open Meeting Law, including notice that some members may participate by interactive technology.~~

~~To the extent practical, the City shall provide a means for the public to monitor the meeting electronically from a remote location.~~

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Remote participation is intended to comply with state law and may be limited when necessary to ensure orderly conduct of public business.

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4. ROBERT'S RULES OF ORDER

Unless otherwise specified, **Robert's Rules of Order** shall be the guideline ~~to~~ governing the proceedings at meetings of any authority, board, bureau, commission, or committee.

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5. ORDER OF BUSINESS

The order of business at regular meeting shall at minimum include:

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- a. Approval of minutes of ~~per~~vious meeting.
- b. Old business.
- c. New business.
- d. Adjournment.

A motion must be made and approved to remove any item from the agenda. A motion from the floor must be made and passed to dispense with any item on the agenda.

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6. EMPLOYEES

Within the limits imposed by the funds available for their use, an authority, board, bureau, commission, or committee may recommend the employment of such staff personnel and/or consultants as it deems necessary to aid its work.

Appointments shall be recommended by a majority vote and approved by the City Council.

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7. HEARINGS

In addition to those required by law, ~~the~~ authorities, boards, bureaus, commissions, and committees may hold public hearings and/or neighborhood informational meetings when they ~~decide-determine~~ that such hearings will be in the public interest.

The matter before any authority board, bureau, committee, or commission shall be presented in summary by a member or City staff ~~memberperson~~, designated by the ~~C~~hairperson, and parties in interest shall have the privilege of the floor.

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A record shall be kept of those speaking before an authority, board, bureau, commission or committee, at such hearings.

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8. AMENDMENTS

Recommendations to amend or adopt new bylaws by an authority, board, bureau, commission, or committee may be made by a majority vote of the membership, ~~and shall require with the~~ approval ~~of by~~ the Little Falls City Council.

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II. Membership and Service

9. ATTENDANCE

Members of authorities, boards, bureaus, commissions, and committees are expected to attend all regularly scheduled meetings whenever possible in order to ensure that a

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quorum may be maintained and that the business of the body may be conducted in an orderly manner.

Any member who is unable to attend a meeting should notify the Chairperson or the appropriate City staff person in advance whenever practical.

If a member is absent from three consecutive regular meetings or from more than one-third of the regular meetings in a calendar year, the City Council may review the member's continued service and may take such action as permitted by the City Code and applicable law.

10. RESIGNATION

Any member wishing to resign from an authority, board, bureau, commission, or committee shall submit written notice of such resignation to the City Administrator or City Clerk.

Such resignation shall become effective upon acceptance by the City Council or as otherwise provided by the City Code.

11. REMOVAL OF MEMBERS

Members of authorities, boards, bureaus, commissions, and committees serve in accordance with the provisions of the City Code and applicable law.

The City Council retains the authority to remove a member prior to the expiration of the member's term for cause, as permitted by the City Code and applicable law.

In reviewing a member's service, the City Council may consider factors including, but not limited to, the following:

- a. Repeated failure to attend meetings
- b. Violation of the Minnesota Open Meeting Law
- c. Failure to disclose a conflict of interest
- d. Conduct which interferes with the effective operation of the authority, board, bureau, commission, or committee
- e. Failure to perform the duties of the position

When practical, the member may be notified and provided an opportunity to respond prior to action by the City Council.

12. VACANCIES

If a vacancy occurs on any authority, board, bureau, commission, or committee due to resignation, removal, expiration of term, or other circumstances, the City Council shall fill such vacancy in accordance with the provisions of the City Code and applicable law.

A member appointed to fill a vacancy shall generally serve for the remainder of the unexpired term unless otherwise provided by ordinance or statute.

Members whose terms expire shall continue to serve until a successor is appointed, unless otherwise prohibited by law.

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13. CONFLICTS OF INTEREST

Members shall comply with applicable conflict of interest laws and shall abstain from participating in matters in which they have a disqualifying conflict of interest.

In the event of any conflict between this policy and the City Code or applicable law, the City Code and applicable law shall govern.

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AGENDA ITEM**CITY COUNCIL MEETING:** May 18, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Separate Council Packets for Special Work Sessions and Regular Meetings

BACKGROUND: The Special Work Session and Regular Council Meeting are held consecutively on the same date. Historically, staff have compiled both meetings into a single council packet for distribution. However, for website posting purposes, the packets must still be separated into individual meeting packets.

Combining both meetings into one packet creates additional administrative work for staff. After the combined packet is finalized, staff must separate the documents into two separate packets for website publication. This process requires renumbering packet pages, revising agenda page references, and reformatting documents to ensure the packet numbering aligns correctly for each meeting.

Preparing separate packets from the beginning would improve efficiency, reduce duplicate work, and streamline the packet preparation and publication process. Separate packets would also provide clearer organization for the public and Council members by distinguishing Special Work Session materials from Regular Meeting materials.

Staff recommend that Special Work Session packets and Regular Meeting packets be prepared and distributed as two separate council packets moving forward, rather than combining both meetings into a single packet.

ACTION REQUEST: The City Council provide direction to staff regarding the preparation and distribution of separate council packets for Special Work Sessions and Regular Meetings.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Christine Lundberg & Alison Voigt