

City of Red Wing Policy for Committee Meetings

General Statement of Purpose: It is the intention of the City of Red Wing that the operations of city government be as open and transparent as possible. In order to avoid confusion and to provide general guidelines for how committee meetings should be held, the following shall be the policy of the City of Red Wing for conducting committee meetings as described below:

- 1) **Standing Committees:** Standing committees are defined as committees which meet on a regular, on-going basis, with a defined set of ongoing tasks. With the exception of the Personnel Committee, the power of a standing committee is advisory only and is limited to making a recommendation to the City Council. The standing committee may hear information that is not presented to the City Council in making its recommendation. The City Council retains the right and has the duty to make all final decisions related to such recommendations. The default policy shall be that standing committees meetings shall always be open, and shall be noticed in accordance with the Open Meeting Law and on the city website.

A list of standing committees is attached.

- 2) **Ad Hoc Committees:** Ad Hoc committees are defined as those committees which are formed for a particular, limited purpose, and which have a defined end point to their duties. The power of an ad hoc committee is advisory only and is limited to making a recommendation to the City Council. The ad hoc committee may hear information that is not presented to the City Council in making its recommendation. The City Council retains the right and has the duty to make all final decisions related to such recommendations. These meetings shall be open. They will not be formally noticed, although when possible information regarding these meetings will be announced at City Council meetings and/or posted on the City website.
- 3) **Committee Meeting with Prairie Island Indian Community (“PIIC”):** Committee meetings between council members where less than a quorum is present, and members of the PIIC are present, shall be closed, but shall be reported on at the next City Council meeting. The power of a committee assigned to meet with the PIIC is advisory only and is limited to making recommendations to the City Council.
- 4) **Agenda Meetings:** Meetings for discussion of what is to be included on the City Council agenda shall be open.
- 5) **General Policy Guidelines That Apply to All Meetings:**
 - a. **Public Participation:** When a meeting is open, the public is invited to attend and observe meetings, but not to participate unless invited to do so.
 - b. **Agendas, Minutes and Other Printed Materials:** Standing committees generally have agendas, which will be available outside the committee meeting room prior to the meetings. Ad hoc committees may or may not have agendas

prepared. Formal minutes will not be prepared for ad hoc committee meetings. While the OML requires that member votes be kept in a public journal, this provision is not expected to apply because committee members have no decision-making powers and therefore will not be voting. Minn. Stat. 13D.01, subd. 4(a). When printed materials related to agenda items are to be considered during a meeting, one set of those materials will be available for review. Minn. Stat. § 13D.01, subd. 6(a).

- c. **Meetings by Telephone Conference:** Ad hoc committee meetings may be attended by speaker phone or other voice or audio electronic communication. Whenever practical, at least one member of the committee shall be physically in a city building.
- d. **Closure of Meetings:** With the exception of the Personnel Committee, committee meetings may be closed by the Committee Chairperson for issues such as the discussion of private personnel data or other sensitive topics such as contract negotiations. The Committee Chairperson is chosen by committee member consensus. If a meeting is closed for one of these reasons, a stated reason shall be given. Meetings of the Personnel Committee may be closed in accordance with the provisions of the Open Meeting Law that mandate and/or allow certain meetings to be closed.

RRM: #143144



**City of Red Wing
Council Member Appointments
2009/2010**

	Boards and Commissions	Council Liaison
2 nd Tuesdays	Housing & Redevelopment Authority Board	Dan Bender
1 st Wednesday	Airport Board	Dean Hove
3 rd Tuesday	Sheldon Board	Lisa Bayley
4 th Tuesday – every other month	Sister Cities Commission	Ralph Rauterkus
As needed	Charter Commission	Carol Duff
2 nd Monday	Library Board	Lisa Bayley
3 rd Thursday	Advisory Planning Commission	Dean Hove
1 st Wednesday	Heritage Preservation Commission	Jerry Cook
4 th Tuesday	Sustainability Commission	Dan Bender
3 rd Thursday	Human Rights Commission	Carol Duff
1 st Tuesday	Harbor Commission	Dean Hove

	Boards	Voting Member
4 th Tuesday	Cannon Valley Trail Board	Jerry Cook, Dan Bender
As needed	Joint Law Enforcement Center Board	Mike Schultz, Dean Hove
1 st Wednesday	Red Wing 2020 Board	Mike Schultz
1 st Thursday	Joint Rec Board	Mike Schultz, Dan Bender
3 times a year	Fire Relief	John Howe

	Standing Committees	Council Liaison
As needed	Finance and Audit Committee	Mike Schultz, Dean Hove
1 st Tuesday	Personnel Committee	Jerry Cook, Mike Schultz, Dean Hove

	Ad-hoc Committees	Council Liaison
As needed	Bio-Solids	Jerry Cook, Dan Bender, Mike Schultz
As needed	Fiber Steering Committee	Carol Duff, Ralph Rauterkus
As needed	Nuclear Waste Strategy Coalition	Mike Schultz, Dan Bender Ex-officio: John Howe
As needed	Solid Waste Committee	Carol Duff, Mike Schultz, Lisa Bayley
As needed	Telecommunications Legislation/Refranchising	Lisa Bayley, Ralph Rauterkus
As needed	Tribal Council Committee	Mike Schultz, Dan Bender
As needed	Riverfront Trail Committee	Jerry Cook, Ralph Rauterkus
As needed	Website Committee	Lisa Bayley, Carol Duff
As needed	Xcel Committee	Mike Schultz, Dean Hove, Lisa Bayley
As needed	Fire Department Study Committee	John Howe, Carol Duff, Dean Hove