

THE CITY OF

Kris M. Busse
City Administrator



OWATONNA

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DATE: March 31, 2021
TO: Mayor and City Council
FROM: Kris M. Busse, City Administrator
SUBJECT: Board/Commission Meeting Schedules

Purpose:

Council to review the current Schedule of Regular Meetings of the City's various boards, commissions and groups.

Background:

Notice of meetings are subject to Minnesota's Open Public Meeting Law. In 1987, the legislature spelled out the notice requirements in statute for regular, special, emergency, and closed meetings. Public bodies must do the following:

- Keep schedules of regular meetings on file at their offices
- Post notice of special meetings (meetings held at a time or place different from regular meetings) on their principal bulletin board. The public body must also either mail notice to people who have requested such mailings, or publish notice in the official newspaper, at least three days before the meetings.
- Make good faith efforts to notify news media that have filed written requests (with telephone numbers) for notice of emergency meetings (special meetings called because of circumstances that require immediate consideration).

The same notice requirements apply to closed meetings.

The Human Rights Commission meets in the Second Floor Conference Room and is currently discussing changing their meeting date/time so they could also meet in Council Chambers. If the OHRC changes their meeting date/time, Council would be advised and Schedule updated.

Budget Impact:

None.

Staff Recommendation:

Staff Council approve the current Schedule of Regular Meetings for the City Boards, Commission and Groups.

SCHEDULE OF REGULAR MEETINGS - CITY BOARDS, COMMISSIONS, GROUPS
(All meetings subject to change)

AIRPORT COMMISSION: Second Thursday of each month at 5:00 P.M. - Airport Lounge

BUILDING AND FIRE CODE BOARDS OF APPEALS: When necessary, in Lower Level
Conference Room, City Hall

CHARTER COMMISSION: Annually on the third Thursday of April and when necessary, at
4:00 P.M., in Second Floor Conference Room, City Hall

CITY COUNCIL MEETING: First and third Tuesday of each month at 7:00 P.M. - Council Chambers,
City Hall.

CITY COUNCIL STUDY SESSION: First and third Tuesday of each month at 5:30 P.M. - Council
Chambers, City Hall.

CIVIL SERVICE COMMISSION - FIRE: When necessary at site and time as announced.

ECONOMIC DEVELOPMENT AUTHORITY: Third Wednesday of each month at 4:00 P.M.
Council Chambers, City Hall

FIREFIGHTERS' RELIEF ASSOCIATION: Meets quarterly - Fire Station at 6:00 P.M.

HOUSING & REDEVELOPMENT AUTHORITY: Fourth Monday at 4:00 P.M., in
Second Floor Conference Room, City Hall

HUMAN RIGHTS COMMISSION: Second Tuesday of each month at 5:30 P.M.,
Second Floor Conference Room, City Hall

PARK & RECREATION BOARD: Second Monday of each month at 4:30 P.M. in Council Chambers, City
Hall or at site approved during previous meeting (ex: at a City Park).

PLANNING COMMISSION: Second and fourth Tuesdays of each month at 5:30 P.M. during March -
October but November -February meet on only the second Tuesday,
Council Chambers, City Hall.

PUBLIC LIBRARY BOARD: Third Tuesday at 4:30 P.M. in Gainey Room at the Library, 105 N Elm Avenue.

PUBLIC UTILITIES COMMISSION (OPU): Fourth Tuesday at 4:00 P.M. in the Morehouse Meeting Room
at OPU, 208 S Walnut Avenue.

SHADE TREE COMMISSION: Meets quarterly, Jan/Apr/Jul/Oct, at
6:00 P.M., in Second Floor Conference Room, City Hall.

WEST HILLS COMMISSION: Meets quarterly, first Tuesday of Jan/Apr/Jul/Oct, at 12:00 Noon in the
Lower Level Conference Room in City Hall.