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Date: November 5, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Discussion on 2022 Meeting Dates

The City Charter, Section 4.7 states that the Council must meet twice monthly to conduct its regular business. The Charter Schedule, Section 6 states meetings must be the second and fourth Monday of each month unless otherwise provided by ordinance. Beginning in 2021, Council met on the first and third Mondays of each month and also chose to have a special work session meeting on the second Tuesday of each month.

If Council plans to continue meeting on the first and third Monday, there are four holiday conflicts which will necessitate discussion on alternate meeting dates in 2022. January 17th – MLK Jr Day; February 21st – Presidents Day; July 4th – Independence Day; and September 5th – Labor Day. Of those conflicts, the following Tuesday is a scheduled Planning Commission or DDA meeting in three of the months (January, July, and September). If Council were to revert to the second and fourth Mondays, there would be one holiday conflict, December 26th – Christmas Day observance. Alternatively, Council could also choose to meet on a different day of the week. To aide in the discussion, administration has provided a calendar for 2022. Please note, it displays Monday as the first day for the week. I have marked off the dates which we have other regular board/committee meetings taking place in the evenings, along with major holidays in which city offices will be closed. Action to adopt the regular meeting dates will be on a future Council agenda for approval.

Council will also need to consider whether it wishes to have a scheduled special meeting/work session each month, and if so, when to hold those meetings. The work sessions can be held before regular Council meetings or on a separate date, with the frequency as deemed necessary (e.g. monthly, quarterly). In lieu of being scheduled, special meetings/work sessions can also be called on an “as-needed” basis provided there’s sufficient notice under the requirements of the Open Meetings Act.

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