

Subject: Special City Council Meeting Procedure & Fees

Approved By: City Council

Resolution Number: 2013-04

Effective Date: 12-08-2012

PURPOSE

This policy establishes procedure and fees with regard to special meeting requests.

POLICY

1. A request for a special city council meeting shall be submitted to the Mayor or City Administrator/Clerk. This request shall clearly state:
 - a. The purpose of the meeting.
 - b. Why action on this topic cannot wait until the next regularly scheduled meeting
 - c. Who will be responsible for all incurred costs
2. The mayor shall make the decision whether a special meeting is necessary and direct staff to schedule a meeting
3. Unless in the case of an emergency situation, an agenda shall be posted for any special council meeting at least 24 hours in advance as required by Iowa Code.
4. A quorum of the city council will be required to hold a special city council meeting.
5. Unless the special meeting has been requested to conduct regular City of Garnavillo business by an elected official for the City of Garnavillo, city staff or an authorized member of a board, committee or commission, all costs will be paid by the responsible party noted in the initial requests. These costs shall be calculated after the meeting using the following cost schedule:
 - a. \$50.00 per member of the city council in attendance
 - b. \$173.00 per hour for city engineer time, plus travel expenses
 - c. \$125.00 per hour for city attorney time, plus travel expenses
 - d. \$ 50.00 per hour for each city employee required to attend, minimum three hours
 - e. Publication cost to publish the minutes of the special meeting in the Guttenberg Press
6. The City Administrator/Clerk will issue an invoice for all costs, which will be payable within 30 days of issuance.

Chad Schmelzer, Mayor

Attest:

Melissa Atkinson, City Administrator/Clerk