

### **General Information about the City and the City Council:**

- Red Wing is a home rule charter City
- The Mayor and Council are elected officials

### **General City Council Member Authority, Responsibilities, and Expectations – What is required of a City Council Member?**

Council Members get their authority from the City Charter. Their authority can be generally described as legislating city policy. The Charter sets forth the duties of the City Council as a whole as follows:

- The City Council shall have all powers granted to the City, including management and control of the finances and property of the City with full power and authority to make, ordain, establish, publish, alter, modify, amend and repeal ordinances, resolutions, rules and regulations for the government and good order of the City. It shall have full power and authority to declare and impose penalties and punishment against any person, firm, or corporation violating any ordinance, rule, or regulation. Its ordinances, rules, and regulations shall have the force of law.
- The Council shall have full authority over the financial affairs of the City and shall provide for the collection of all revenue and other assets, the auditing and settlement of accounts, and the safekeeping and disbursement of public monies, and in the exercise of a sound discretion shall make appropriations for the payment of all liabilities and expenses.

### **The responsibilities of City Council Members are as follows:**

- Responsible for legislating for the city.
- Sets and interprets rules governing its own proceedings.
- Directs the enforcement of city ordinances.
- Transacts city business.
- Oversees the city's financial operations
- Confirms Mayoral appointments of the Boards/Commissions.
- Conducts the city's intergovernmental affairs.
- Protects the welfare of the city and its inhabitants.

### **The expectations of City Council Members are as follows:**

- Council Members are expected to attend City Council meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. Council meetings typically start at 7:00 p.m. and are held in the City Council Chambers at 315 West 4<sup>th</sup> Street, Red Wing. Council meetings generally last two to three hours. Council Members are expected to attend Special City Council meetings that occasionally occur during the year, in addition to workshops.

- City Council Workshops are opportunities for the Council to meet and discuss special city initiatives or meet with other entities to discuss partnerships. There is an annual City Council workshop held on a Friday afternoon and Saturday, typically in January of each year.
- In addition to general City Council workshops, there are budget workshops held during the year where Council Members get updates on budget revenues and expenditures. These workshops are generally held in August, September, and November. At the end of the budget process, there is a Truth in Taxation meeting which is held the first Monday of December.
- Council Members are appointed as City Council Liaisons to two to three Boards and Commissions and/or Joint Powers organizations and are expected to attend these Board and Commission meetings as a liaison to the City Council. Boards and Commissions typically meet once a month. Some Boards have active Committee structures and Council Liaisons can volunteer for these. Board and Commission meetings are typically held in the late afternoon or early evening hours, and usually in the City Council Chambers. Each Council meeting offers an opportunity for the Mayor and City Council members to provide updates to the other elected members and the community on activities of their appointed boards/commissions/joint powers organizations.
- In addition to Board and Commission appointments, the City Council has several standing Committees and frequently has Ad-Hoc Committees. The Council President will appoint members to these committees. Standing and Ad-Hoc Committees meet infrequently during the year as needed.
- The City Council also elects two members of the City Council to serve on the Red Wing Port Authority, where the Council Members serve as a voting member of the Port. The City Council member serves in a three year term.
- Council Members are responsible for familiarizing themselves with the items on the agenda, through the use of an iPad that will be assigned to the Councilmember. Council packets are posted online typically the Thursday prior to the Monday meeting.
- The Council follows Roberts Rules of Order and Procedure during any meeting.
- Council Members act as liaisons between the city and the general public.

**What do I need to do to file for for a City Council seat?**

1. Complete an Affidavit of Candidacy (\$5.00 filing fee) between Tuesday May 17<sup>th</sup> and Tuesday, May 31<sup>st</sup>.
  - a. Forms are available at City Hall, 315 West 4<sup>th</sup> Street, Red Wing
2. You must have maintained a residence in the Ward for which you are filing for a seat in for at least 30 days before the election.
3. You must be at least 21 years old.
4. You must be registered to vote in Minnesota.
5. The rest is up to you! Additional information will be provided to you in an Election Candidate Packet.