

MEMORANDUM

TO: Sunfish Lake Mayor, Councilmembers and Consultants
FROM: Timothy J. Kuntz, City Attorney
DATE: December 29, 2023
RE: Appointment of Acting Mayor for 2024
January 2, 2024 Council Meeting – Agenda Item

Section 1. Background. At the January 2, 2024, City Council meeting, the Council must select an acting Mayor to perform the duties of the Mayor in the event the Mayor is absent from the City.

Minn. Stat. § 412.121 states:

At its first meeting each year, the council shall choose an acting Mayor from the council members. The acting Mayor shall perform the duties of Mayor during the disability or absence of the Mayor from the city or, in case of vacancy in the office of Mayor, until a successor has been appointed and qualifies.

Section 2. Council Action. The Council should make a motion to approve an acting Mayor at the January 2, 2024 Council meeting.