

CHAPTER 2

ADMINISTRATIVE SECTION

Sec. 2.01 AUTHORITY AND PURPOSE

Pursuant to authority granted by Statutes, this Chapter of the City Code is enacted as an Administrative Code so as to set down for enforcement the administrative powers of the City by and through its chief administrative body, the Council.

Sec. 2.02 RULES OF COUNCIL PROCEDURE

The following rules of order and procedure shall govern the deliberations and meetings of the City Council and any committees thereof.

- Subd. 1. The City Council shall have regular sessions on the third Monday of each month at ~~6:30~~ p.m., and, if such Monday shall fall on a holiday, shall have its regular session at any other time the Council may deem proper. All meetings shall be held in the City Hall, or such place as may be designated by the Council.
- Subd. 2. Special meetings of the City Council may be called by the Mayor or any two councilmen in writing, filed with the City Clerk at least 24 hours prior to the time specified for such meeting. The City Clerk shall notify each member of the City Council of the time and purpose of such special meeting by causing a written notice thereof to be delivered to each member personally if he can be found and, if he cannot be found, then by leaving a copy of such notice at the usual residence of such City Council member by handing the same to an adult resident of said residence. Special meetings may be held without such notice when all members of the City Council are present in person and consent in writing to the holding of said meeting, such written consent to be filed with the City Clerk prior to the beginning of the meeting.
- Subd. 3. The Mayor, or in his absence, the Acting Mayor shall preside at all meetings of the Council. The Acting Mayor, when occupying the place of the Mayor shall have the same privileges as the other members.
- Subd. 4. At all meetings of the Council, a majority of the Council members elected shall constitute a quorum to do business. In the absence of a quorum, a smaller number may adjourn from time to time.

- Subd. 5. At the hour appointed for meeting, the members shall be called to order by the Mayor, and in his absence by the Acting Mayor, and in the absence of both, by the Clerk. In the absence of the Clerk, the Mayor shall appoint a secretary pro tem. Upon the appearance of a quorum, the Council shall proceed to business which shall be conducted in the following order:
1. Reading of the minutes of the last meeting, which if no correction be offered shall stand approved.
 2. Reports of councilmen and officials.
 3. Old Business.
 4. New Business.
 5. Motions and resolutions.
 6. Auditing claims and petitions.
 7. Adjournment.
- Subd. 6. The Mayor shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council. The Mayor may make motions, second motions, or speak on any questions, provided, that upon demand of any one Council member, in order to do so, he shall vacate the chair and designate a trustee to preside temporarily.
- Subd. 7. Petitions and other papers addressed to the Council shall be read by the Clerk upon presentation of the same to the Council. All persons desiring to present new business before the Council shall inform the Clerk thereof at least 24 hours before said new business is to be heard. The Clerk may prepare an agenda of said new business for submission to the Council on or before the time of the next regular meeting.
- Subd. 8. Minutes of the meeting shall be kept by the Clerk. They shall be signed by the Clerk, and shall constitute an official record of the Council proceedings. Upon approval of the minutes at a subsequent meeting of the Council, the Mayor shall sign the minutes. Lack of such Mayor's signature or Council approval shall not invalidate such minutes as official records.
- Subd. 9. In all points not covered by these rules, the Council shall be governed in its procedure by Robert's Rules of Order.
- Subd. 10. The foregoing rules are adopted to facilitate the transaction of council business. No ordinance passed by a majority of council members in the presence of a quorum shall be held invalid for failure to comply with these rules unless a member of the Council objects no later than the next regular meeting of the Council. Any rule except Sec. 2.02, Subd. 4, may be

suspended by consent of four-fifths (4/5ths) of the members present.

Sec. 2.03 ELECTIONS AND TERMS OF OFFICE

Subd. 1. ELECTION DATE

The City election shall be held in accordance with Chapter 205, Minnesota Statutes Annotated.

Subd. 2. TERMS OF OFFICE

The terms of office of City Officers shall be in accordance with Section 412.02 of the Minnesota Statutes Annotated.

Sec. 2.04 OFFICERS AND EMPLOYEES

Subd. 1. COMPENSATION

When not otherwise provided for by law, compensation of all officers and employees of the City shall be set by the Council.

Subd. 2. OFFICERS APPOINTED

The following officers shall be appointed by the Council on the first meeting in January of each year except as otherwise indicated and shall hold office at the pleasure of the Council.

1. Acting Mayor
2. Clerk-Treasurer
3. Health Officer
4. City Attorney
5. Such Council committees as are deemed appropriate for the efficient and orderly management of the City.
6. Such other officers and employees as shall be provided from time to time by ordinances or resolutions or as may be necessary to fulfill the objectives of the City and the City Code.

Sec. 2.05 POLICE DEPARTMENT

Subd. 1. ESTABLISHED

There is hereby established a Police Department in and for the City. The Chief of Police shall be the chief executive officer of the Police Department.

Subd. 2. DUTIES OF THE CHIEF OF POLICE

The Chief of Police shall be responsible for the enforcement of the City Ordinances of the City and the State laws of the State of Minnesota, pertaining to his duties and he shall also be held responsible for the conduct and performance of duties of all officers under him.

Subd. 3. DUTIES OF POLICE OFFICERS

The City Police shall have the power and duty of arresting any person engaged in violating any ordinance of the City or any law of the State, and any person for whom they hold a warrant charging a violation of any ordinance of the City or any law of the State. It shall also be the duty of the City Police to answer emergency calls and come to the aid of any individual whose person or property is in danger.

Subd. 4. PROCESS SERVERS

All police officers of the City shall be authorized to serve process. Such police officers may charge for their services as such, but all fees received for such service shall be paid in to the treasury of the City by forwarding such fees to the Clerk.

Subd. 5. TERM OF CHIEF OF POLICE

The Chief of Police shall be appointed for an indefinite term. At any time during his term, if he is proven guilty of misconduct or considered unqualified in other respects, he may be replaced by the City Council.

Subd. 6. The City may enter into a Contract pursuant to the Joint Powers Act for the purpose of obtaining police service for the City.

Sec. 2.06 FIRE DEPARTMENT

Subd.1. FIRE DEPARTMENT ESTABLISHED

There is hereby established in the City a volunteer fire department, which department shall have the following officers: A Chief, and two Assistant Chiefs.

Subd. 2. DUTIES OF CHIEF

The Chief of the Fire Department shall have control over all of the fire fighting apparatus and shall be solely responsible for its care, and condition. He shall make a report, semi-annually to the Council at its meeting in March and August, as to the condition of the equipment and needs of the fire department. He may submit additional reports and recommendations at any meeting of the Council and he shall report each suspension by him of a member of the fire department at the first meeting of the Council following each suspension. He shall be responsible for the proper training and discipline of the members of the fire department, and may suspend any member for refusal or neglect to obey orders pending final action by the Council on his discharge or retention.

Subd. 3. RECORDS

The Chief shall keep in convenient form a complete record of all fires. Such record shall include the time of the alarm, location of fire, cause of fire (if known), type of building, name of owner and tenant, purpose for which occupied, value of building and contents, members of the department responding to the alarm, and such other information as he may deem advisable or as may be required from time to time by the Council or State Insurance Department.

Subd. 4. PRACTICE DRILLS

It shall be the duty of the Chief, when the weather permits, to hold a monthly practice drill of at least one hour's duration for the Fire Department and to give the firemen instruction in approved methods of fire fighting and fire prevention.

Subd. 5. ASSISTANT CHIEF

In the absence or disability of the Chief, the Assistant Chief shall perform all of the functions and exercise all of the authority of the Chief.

Subd. 6. PROBATION.

New members of the department shall be probationary members for two years and must complete all requirements of the department to be released from probation.

Subd. 7. INTERFERENCE WITH DEPARTMENT

It shall be unlawful for any person to give or make, or cause to be given or made, an alarm of fire without probable cause, or to neglect or refuse to obey any reasonable order of the Chief at a fire, or to interfere with the Fire Department in the discharge of its duties; and any person convicted of a violation of this section shall be deemed guilty of a misdemeanor.

Subd. 8. SERVICE CHARGE.

The Fire Department shall charge for all fire department and ambulance service calls. The Chief of the Fire Department, with the approval of the City Council, shall establish the amount to be charged for all Fire Department and Ambulance calls.