

### **2-5-2. City Clerk.**

- A. Pursuant to the authority granted by Laws of the State of Minnesota, the Department of City Clerk is hereby recognized as currently in existence and continued.
- B. The clerk shall have the duties provided by law. Minn. Stats. § 412.151, as amended.

(Ord. No. 26, eff. 4-4-1971; Ord. 155, SS, 7-5-2011; Ord xx, SS 3-4-2024)

### **2-5-3. Police Department.**

A Police Department is hereby established. The Head of this Department shall be known as the Chief of Police. The number of additional members and employees of the Police Department shall be determined by the Council which may be changed from time-to-time. The Mayor shall have, without the approval of the Council, authority to appoint additional members of the Police Department for temporary duty when in their judgment an emergency exists for the preservation of life or property. The Police Chief shall be responsible for the activities of law enforcement and emergency management.

The City may establish a Police Reserve to provide a variety of support services to the police and other city departments as time permits on a volunteer basis. Police reserve officers shall be under the control and supervision of the Chief of Police but shall not be deemed employees of the City and shall be covered as a City employee under the City's worker's compensation insurance policy.

The Chief of Police and all members of the Police Department shall have the powers and authority of police officers generally and shall perform such duties as are required of them by the Council or by law. The Chief of Police shall have overall supervision and management of the Police Department and custody of all property used and maintained for purposes of said Department.

(Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

### **2-5-4. Fire Department.**

A Part Time Fire Department under the control of the Council is hereby established. The size, composition and remuneration shall all be established by resolution of the Council, which may be changed from time-to-time by subsequent resolution. The Council shall adopt written rules and regulations of the Department, a copy of which shall be distributed to each of its members. Council shall appoint a Chief, Assistant Chief, and other officers subject to confirmation and approval by the Council.

The Chief of the Fire Department shall have general superintendence of the Fire Department and the custody of all property used and maintained for the purposes of said Department. They shall see that the same are kept in proper order and that all rules and regulations and all provisions of the laws of the State and ordinances of the City relative to a Fire Department and to the prevention and extinguishment of fires are duly observed. The Chief shall superintend the preservation of all property endangered by fire and shall have control and direction of all persons engaged in preserving such property. In case of the absence or disability of the Chief for any cause, the Assistant Chief shall exercise all the powers, perform all the duties and be subject to all the responsibilities of the Chief. The Fire Marshall shall have the authority to issue citations for violations of Sections 7-4-2, G and 7-4-2.P of this Code.

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(Ord. 69, SS, 5-6-2002; Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

### **2-5-5. Public Works Department.**

- A. A Public Works Department is hereby established. The Head of such Department shall be the Public Works Director. The Public Works Director shall be appointed by the City Council. City buildings, water and sewer systems, storm sewer systems, streets and roadways and park development and maintenance shall be under the direct supervision of the Director. The Director shall supervise operations of the public works department, including all assigned personnel, and shall be responsible for all equipment assigned to the department used in its operation.

(Ord. 97, SS, 1-3-2006; Ord. xx SS 3-4-2024)

### **2-5-8. City Administration.**

An Administration Department is hereby established. The Council shall appoint a City Administrator, who shall be Head of the Administration Department. The City Administrator will perform ministerial duties as follows:

- A. Subject to City Council regulations and applicable laws, the City Administrator shall control and direct the administration of municipal affairs.
- B. The City Administrator shall see that all laws, ordinances and resolutions of the City are enforced.
- C. The City Administrator shall supervise the activities of all municipal department heads and personnel of the City in the administration of the municipal policy with authority to effectively recommend their employment and/or removal.
- D. The City Administrator shall attend and participate in all meetings of the City Council. The City Administrator shall be responsible for the preparation of the City Council Agenda and recommend to the City Council such measures as they may deem necessary for the welfare of the citizens and the efficient administration of the City. The City Administrator may attend, at their discretion or at the direction of the City Council, other committee and commission meetings.
- E. The City Administrator shall prepare an annual fiscal budget and capital improvement plan for the City Council. The City Administrator shall maintain financial guidelines for the City within the scope of the approved budget and capital program. The City Administrator shall submit reports to the City Council on the financial condition of municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
- F. The City Administrator shall handle all personnel matters for the City in conjunction with policy established by the City Council. The City Administrator shall negotiate or delegate the negotiation of terms and conditions of employee labor contracts for presentation to the City Council.
- G. The City Administrator shall represent the City at official functions as directed by the City Council and maintain good public relations with the citizens of the community.
- H. The City Administrator shall act as purchasing agent for the City and be responsible in making all purchases in accordance with the approved municipal budget. The City Administrator shall have the authority to sign purchase orders for routine services, equipment and supplies as per Purchasing Policy. All claims resulting from orders placed by the City Administrator shall be audited for payment by the City Council. The City Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the City Council.

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- I. The City Administrator shall coordinate municipal programs and activities as directed by the City Council. The City Administrator shall monitor all consultant and contract work performed for the City. They shall coordinate the activities of the City Attorney.
  - J. The City Administrator shall be informed regarding federal, state and county programs which affect the municipality. They shall consult with officials of both public and private agencies as may be required.
  - K. The City Administrator shall inform the City Council on matters dealing with the administration of the City and prepare and submit to the City Council for adoption an administrative code encompassing the details of administrative procedure.
  - L. The City Administrator shall perform such other duties as may be prescribed by law or required of them by ordinance or resolutions as adopted by the City Council.

(Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

### **2-5-9. Finance Department.**

- A. A Finance Department is hereby recognized as currently in existence and continued. This department shall perform the duties of the City Treasurer as established in Statute. The head of the Finance Department shall be the Finance Director. The Finance Director shall be responsible for, but not limited to, the administration, supervision and related financing functions of the following: Finance, Utility Billing, Purchasing, Special Assessments, Payroll and Insurance.

(Ord. 155, SS, 7-5-2011; Ord xx, SS 3-4-2024)