

## CHAPTER 2 ADMINISTRATION

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### ORDINANCE 205 OFFICERS AND THEIR DUTIES

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Section 205.01: ELECTION DATE. The regular City election shall be held annually on the first Tuesday after the first Monday of November in even numbered years.

Section 205.02: TERMS OF OFFICE. The Mayor shall serve a four year term. Councilmembers shall serve four year terms. Councilmember elections shall be staggered so that two Councilmembers stand for election while the remaining two Councilmembers have two years remaining in their terms of office.

Section 205.03: SALARIES OF THE MAYOR AND COUNCIL. The salary of the Mayor and of the Councilmembers per year and per special meeting shall be in an amount to be determined by the Council from time to time.

Section 205.04: MAYOR. The Mayor shall preside over the meetings of the Council. In addition, the Mayor shall perform such duties as provided by Minnesota Statutes. In the absence of the Mayor, any Councilmember whom the Council may elect shall be known as “Mayor Pro Tem”, and shall preside at Council meetings and shall have and exercise all the powers of the Mayor in the Mayor’s absence.

Section 205.05: CHIEF OF POLICE. The Chief of Police shall perform the duties provided by State law, by this Code, and as provided in such position description as may be approved by the Council.

Section 205.06: FIRE MARSHAL. The Fire Marshal shall perform the duties provided by State law, by this Code, and as provided in such position description as may be approved by the Council.

Section 205.07: FIRE CHIEF. The Fire Chief shall perform the duties provided by State law, by this Code, and as provided in such position description as may be approved by the Council.

Section 205.08: COMBINATION OF CLERK AND TREASURER. The duties of the City Clerk and City Treasurer were previously combined into the position of Clerk-Treasurer, as provided by State law. The combined position shall continue.

Section 205.09: CLERK-TREASURER. The City Clerk-Treasurer shall perform the duties of City Clerk and City Treasurer as provided by State law, by this Code, and as provided in such position description as may be approved by the Council. With consent of the Council, the Clerk-Treasurer may appoint a Deputy Clerk-Treasurer to perform such duties as may be delegated to that position by the Clerk-Treasurer.

Section 205.10: ASSESSOR. The Assessor shall perform the duties provided by State law, by this Code, and as provided in such position description as may be approved by the Council.

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Section 205.11: OTHER OFFICERS. At the first regular meeting in the month of January, or from time to time as the need arises, the Council shall appoint such other officers as may be required.

Section 205.12: EMPLOYEES. The Council may hire, retain, promote, discipline, and discharge a Clerk-Treasurer, Chief of Police and subordinate police officers, Maintenance Supervisor and subordinate maintenance workers, and such other employees as may from time to time be required, in accordance with duly adopted personnel policies and applicable laws.

Section 205.13: TERMS OF APPOINTMENT. The Council may fill offices by appointing individuals or organizations (e.g. Stearns County). All appointees, officials and employees shall serve at the pleasure of the Council on an “at-will” basis. All officers shall hold their offices for the term of one year or until their successors have been appointed and shall have qualified. The Council shall fix the salary or compensation of appointees, officials and employees and may change the same at any time during the year. The Council may remove any appointee, official, or employee at any time for any reason not prohibited by law, in accordance with duly adopted personnel policies and applicable laws.