



City Council Work Session
Wednesday, February 2, 2022 at 6:00 PM or
immediately following the Police Chief Candidates
Open House
Public Meeting Room

AGENDA

- 1. Call to Order**
- 2. Items for Discussion**
 - A. Police Chief Candidates Discussion
 - B. Review of Council Rules and Procedures
- 3. Future Discussion**
- 4. Adjournment**

(The Council may meet as a group for dinner)

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: February 2, 2022
SUBJECT: Police Chief Candidates Discussion

Discussion:

The City is hosting a public Open House with the Police Chief candidates at 5:00pm at the Police Department prior to the Work Session, at which the Council will be able to meet the candidates and ask them questions. Following the conclusion of the Open House, the Council will meet back at City Hall for your Work Session, where we will discuss thoughts, opinions, and preferences on the candidates to select finalists. City Staff will also be present to provide input as requested. Based upon the outcome of the discussion, we will outline the next steps in the hiring process.

Attachments:

1. Public Notice - Police Chief Open House

Posted on: January 19, 2022

Meet and greet for police chief candidates set for Feb. 2

The City of Faribault is excited to announce the Public Meet and Greet for our police chief candidates will be held Wednesday, February 2, 2022 from 5 p.m. to 6 p.m. at the Faribault Police Department, Second Floor EOC Room, located at 25 Fourth Street NW.

The position is open following the retirement of Chief Andy Bohlen, who has served the City of Faribault in this role for nearly 10 years; prior to that, he served for nearly 20 years in with the City of Lakeville Police Department in a variety of capacities. His last day is Feb. 25.

The City encourages members of the community to come and meet the candidates. The City will select the next chief by the middle of February.





Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: February 2, 2022
SUBJECT: Review of Council Rules and Procedures

Discussion:

The City Council Rules and Procedures was revised in early 2021--a copy of the current version is attached. The purpose of this item is to review the document and determine if the Council would like to see any changes or clarifications made for 2022. In addition, the review is intended as a reminder to the Council on various aspects of meeting scheduling, organization, conduct, etc. In a related matter, I would also like to review/discuss the interaction between the Council and City staff members.

Attachments:

1. City Council Rules and Procedures - Revised 2021-01-12
2. Roberts Rules of Order-Cheat Sheet
3. City Charter - CHAPTER 6. ADMINISTRATION OF CITY AFFAIRS
4. City Code - Chapter 2 ADMINISTRATION



City Council Rules and Procedures

Adopted January 12, 2021

Section 1. Purpose.

- Subd. 1. General. It is recognized that in order to enhance the concept of effective and democratic government, it is essential that the City Council, as a legislative body, establish formal rules of procedure so that a true deliberative process is observed and not disturbed.

Section 2. General.

- Subd. 1. Law. The City Charter, Ordinances and State Statutes governing the City Council shall be followed and supplemented by these Rules.
- Subd. 2. General Rules. In all matters of parliamentary procedures, the Council shall be governed by the latest printed edition of Robert's Rules of Order (Newly Revised Edition) as published from time to time except as otherwise provided by Charter or by these Rules.

Section 3. Meetings.

- Subd. 1. Organizational Meeting. The Council shall conduct an Annual Planning Session at its first meeting in January of each year or as soon as practical thereafter. Topics for this meeting include organizational issues; committee assignments; tentative meeting schedules; goals, objectives, and priorities; and other related matters.
- Subd. 2. Regular Meetings. Regular meetings of the City Council shall be held on the second and fourth Tuesdays of each month at 6:00 p.m. at City Hall, unless otherwise specified by Council resolution. Meetings may be adjourned from time to time to a specified date. Notice for regular meetings shall be as required by law. If the Council decides to hold a meeting at a different time or place, it must give the notice required by law for a special meeting.
- Subd. 3. Special Meetings. Special meetings are meetings of the City Council that are held at a time or location different from that of a regular meeting. The Mayor or any three members of the Council may call a special meeting of the City Council. Notice for special meetings shall be as required by law.

Subd. 4. Emergency Meetings. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the City Council, require immediate consideration. Notice for emergency meetings shall be as required by law.

Subd. 5. Council Committee Meetings. Any member of a Council Committee may call a Council Committee meeting upon such notice required by law. All meetings of Council Committees shall be open to the public except as otherwise permitted by law. Items to be studied by a Council Committee shall be limited to those items contained in the notice. Any Council member may request that an item of business be placed on a Council Committee meeting agenda. Council Committees must report to the City Council within 90 days after the item has been referred to the Committee. The Council shall then act on the item that was referred to the Committee to study.

Section 4. Presiding Officer.

Subd. 1. Who Presides. The Mayor shall be the Presiding Officer, and preside at all meetings of the Council. In the absence of the Mayor, the Vice Mayor shall be the Presiding Officer of the Council. In the absence of both the Mayor and Vice Mayor, the Presiding Officer shall be the Council member present with the most seniority. The Presiding Officer shall have the right to vote on all matters, but shall have no veto power. Every Council member or member of the public shall respectfully address the Presiding Officer by his or her title followed by his or her last name, and shall not speak further until recognized by the Presiding Officer. The Presiding Officer shall have the power to preserve strict order and decorum at meetings, enforce these Rules and determine without debate, subject to the final decision of the Council on appeal, all questions of procedure and order. The City Attorney shall act as parliamentarian.

Subd. 2. Appeal of the Ruling of the Presiding Officer. Any member of the Council may appeal from a ruling of the Presiding Officer. If the appeal is seconded, the member may speak once solely on the question involved and the Presiding Officer may explain the ruling, but no other Council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority vote of the Council.

Section 5. Secretary of the Council.

Subd. 1. Secretary of the Council. The Secretary of the Council shall be the Assistant to the City Administrator or his or her designee.

Subd. 2. Journal. It shall be the duty of the Secretary to keep official records (referred to as a "journal" in Section 3.02 of the City Charter) of the proceedings of the Council and perform such duties as may be required by the Charter or

the Council. The Secretary shall not allow the official records of the City to be taken from his or her custody without the knowledge and consent of the Council. The official records may consist of written documents, audio and/or video recordings, and electronic documents and/or recordings. The Secretary will make a recording of Council meetings for reference, but the approved minutes will be the official record of Council meetings.

- Subd. 3. Minutes. The Secretary shall prepare the minutes of the preceding meeting of the Council and place them in the agenda packet. The Council shall review the minutes at the meeting and may correct any mistake or omission. Once the minutes are approved by the Council, copies of the minutes must be made available to the public in the City Administrator's Office and placed on the City web site.

Section 6. Agenda; Meetings.

- Subd. 1. Matters for Consideration. Matters for Council action, other than those requested by Council and/or Staff, shall be submitted by members of the public to the City Administrator. Persons wishing to place an item of business upon the agenda shall advise the City Administrator of the particular item of business not later than noon of the Wednesday immediately preceding the date of the Council meeting. The City Administrator shall make the determination as to when, and in which section of the agenda, items shall be brought to the Council for consideration.
- Subd. 2. Preparation. An agenda of business for each regular and special meeting shall be prepared in the Office of the City Administrator and delivered to each Council member as far in advance of the meeting as time for preparation will permit. If possible, the regular meeting agendas shall be published in the official City newspaper, be posted on the City website, and broadcast on the cable TV public access channel just prior to the regular meeting so as to provide the public with timely and accurate notice of regular City Council meetings.
- Subd. 3. Notification of Absence. A Council member shall notify the City Administrator if he or she is going to be absent at the meeting as soon as practicable.
- Subd. 4. Order of Business at Regular Meetings. At the hour appointed for the regular meeting of the City Council, the meeting shall be called to order by the Presiding Officer. The roll of the members shall then be called by the Secretary by the appellation "Council member" and the last name of each Council member in alphabetical order, and the Presiding Officer shall be called last. A majority of the members of the Council shall constitute a quorum for the transaction of business. If a quorum is present, the City Council shall then proceed with its business in the following order:

- Item No. 1 - Call to Order/Roll Call/Pledge of Allegiance
- Item No. 2 - Presentations/Introductions
- Item No. 3 - Approval of the Minutes
- Item No. 4 - Consent Agenda
- Item No. 5 - Requests to Be Heard
- Item No. 6 - Public Hearings
- Item No. 7 - Items for Discussion
- Item No. 8 - Bids
- Item No. 9 - Board and Commission Reports, Announcements and Project Updates
- Item No. 10 - Adjournment

Subd. 5. Varying Order of Business. The order of business may be varied by the Presiding Officer.

Subd. 6. Consent Agenda. Matters for the Council of a routine or non-controversial nature which need minimal Council deliberation shall be placed on the agenda as Consent Agenda. Consent Agenda items are to be approved by the Council by one motion unless a Council member requests separate action. If a Council member requests that an item be considered separately, it shall be removed from the Consent Agenda items and placed upon the regular agenda for debate immediately following the Consent Agenda items.

Subd. 7. Items Not on the Agenda. The Council may consider items not appearing on the agenda as normal business if an objection is not raised by the Mayor or a Council member. If an objection is raised, a vote shall be taken by the Council to determine the appropriateness of further consideration of the matter at that time.

Subd. 8. Public Participation. Members of the public may address the City Council during:

- a. Requests to be Heard. This portion of the meeting shall be limited to 15 minutes and individuals shall be requested to limit their comments to three minutes or less. If a majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue may be continued. In order to address the Council during the Requests to be Heard portion of the meeting, an individual must sign up on the sign up sheet located in the Council chambers before the beginning of the meeting. The City Council will not take immediate action on matters brought up by individuals during Requests to be Heard. If action is requested by the individual, the Council may refer the matter to City staff or a Council committee, or place the matter on the agenda of a future Council meeting.

b. Public Hearings.

c. At other such times as may be allowed by the Presiding Officer. Public comment is typically not permitted at committee (work session) meetings except in the case of persons presenting information or as otherwise may be deemed by the Presiding Officer to have information that will be helpful for the Council to better understand and consider the topic being reviewed.

Subd. 9. Written Communications on all Matters. All interested parties or their authorized representatives may address the Council by written communication regarding all matters under the Council's consideration. The City Administrator shall copy these communications to the Council and forward said communications with the Council meeting packet if possible. If written communications are received after the meeting packets are delivered to the Council, such communications shall be handed out at the meeting.

Section 7. Voting.

Subd. 1. Procedure. Items on the agenda may be debated prior to the submission of an ordinary motion. The withdrawal of either the motion or the second to a motion shall terminate debate on the motion. The Presiding Officer shall restate any motion if requested to do so by a member of the Council. The votes of the members of the council on any ordinance shall be by roll call vote. The votes of the members on any resolution or motion shall be by voice vote, unless the Presiding Officer or any member of the Council requests that a roll call vote be taken. The Presiding Officer shall call for a roll call vote whenever a voice vote of the Council is not clear as to the disposition of the action before the Council.

Subd. 2. Voting; Excuse; Failure. Every Council member present at the meeting must vote, unless the Council, for special reasons, has excused a Council member from voting prior to the calling of the roll or the Council member has a conflict of interest. Any Council member, who being present when his or her name is called fails or refuses to vote upon any then pending proposition, unless previously excused by the Council, shall be counted as having voted in the negative.

Subd. 3. Voting Order for Roll Call. The Secretary shall call for the vote in alphabetical order of last name. The Presiding Officer shall always vote last.

Section 8. Rules of Decorum.

- Subd. 1. Council. While the Council is in session, Council members must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the Presiding Officer.
- Subd. 2. Staff. Members of City staff shall observe the same rules of order and decorum that are applicable to the City Council.
- Subd. 3. Recognition. No member of the Council, City staff person or member of the public shall address the Council without being recognized by the Presiding Officer.
- Subd. 4. Pertinent to Matter Under Debate. Members of the Council, staff and the public shall confine remarks to the matter under debate.
- Subd. 5. Addressing the Council. Each member of the public addressing the Council shall step up to a microphone provided for the use of the public after being recognized by the Presiding Officer and give his or her name and address in an audible tone of voice for the record, state the subject to be discussed and state who he or she is representing if representing an organization or other person. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the Presiding Officer. No question may be asked of a Council member or a member of City staff without the permission of the Presiding Officer.
- Subd. 6. Spokesperson for a Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Council on the same subject, it shall be proper for the Presiding Officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Council.
- Subd. 7. After Motion. After a motion has been made or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration without first securing permission to do so by a majority vote of the City Council.
- Subd. 8. Conduct. Any member of the Council, City staff or person indulging in personalities or making impertinent, slanderous or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly

conduct of any meeting, hearing or other proceeding, shall be called to order by the Presiding Officer and, if such conduct continues, may at the discretion of the Presiding Officer, be ordered removed.

- Subd. 9. Members of the Audience. No person in the audience shall engage in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting.

Section 9. Enforcement of Decorum.

- Subd. 1. Warning. All persons shall, at the request of the Presiding Officer, be silent. If, after receiving a warning from the Presiding Officer, a person persists in disturbing the meeting, said officer may order this person removed from the meeting. If this person does not leave willingly, the Presiding Officer may call a recess and order that person be removed by the Sergeant-at-Arms.
- Subd. 2. Sergeant-at-Arms. The Chief of Police, or such member or members of the Police Department, shall be Sergeant-at-Arms of the Council meetings. The Chief or other Police Department representative shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the Presiding Officer, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council.
- Subd. 3. Motions to Enforce. Any Council member may move to require the Presiding Officer to enforce these rules and the affirmative vote of a majority of the Council shall require the Presiding Officer to do so.
- Subd. 4. Suspension or Amendment of Rules. These Rules shall not be suspended, altered, or rescinded except upon the affirmative vote of a majority of the members of the Council.
- Subd. 5. Special Adjournment. In the event that any meeting is willfully disturbed by a group of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of individuals who are creating the disturbance, the meeting may be adjourned with the remaining business considered at the next regular meeting.
- Subd. 6. Special Meetings. If the matter being addressed prior to adjournment is of such a nature as to demand immediate attention, the Presiding Officer may adjourn the meeting to another date.

Section 10. Cameras and Recording Devices.

Subd. 1. Use of Cameras and Recording Devices. Cameras, including television and motion picture cameras, electronic sound recording devices and any other mechanical, electrical or electronic recording device may be used in the Council chamber, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the Council.

Section 11. Severability.

Subd. 1. General. If any section, subsection, sentence, clause, phrase, or portion of these Rules is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

THESE RULES WILL TAKE EFFECT and be in force from and after their adoption by the Council and any and all prior rules are hereby rescinded.

ROBERTS RULES OF ORDER

"CHEAT SHEET"

		MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
TO DO THIS: (1)	YOU SAY THIS:					
Adjourn the meeting	"I move we adjourn"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	"I move that we recess until...."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temp., etc.	"Point of privilege"	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	No vote required (3)
Suspend further consideration of something	"I move we table it"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	"I move the previous question"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Have something studied further	"I move we refer this matter to a committee/attny"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

- (1) The motions or points above **are listed** in established order of precedence. When one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it.
- (2) In this case, any resulting motion is debatable.
- (3) Chair decides.

ROBERTS RULES OF ORDER

"CHEAT SHEET"

		MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
TO DO THIS: (1)	YOU SAY THIS:					
Object to a procedure or to a personal affront	"Point of order"	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required, chair decides
Request information	"Point of information"	If urgent may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
As for a vote by actual count to verify a voice vote	"I call for a division of the house"	May not interrupt speaker (2)	No second needed	Not debatable	Not amendable	No vote required unless someone objects (3)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	May interrupt speaker	No second needed	Not debatable	Not amendable	Two thirds vote required
Take up matter previously tabled	"I move we take from the table"	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Two thirds vote required
Vote on a ruling by the chair	"I appeal the chairs decision"	May not interrupt speaker	Must be seconded	Debatable	Not amendable	Majority required

- (1) The motions or points above **have no** established order of precedence.
Any may be introduced at any time, except when the meeting is considering one of the top 3 matters listed in the chart on page 1 (adjourn, recess, point of privilege).
- (2) But division must be called before another motion is started.
- (3) Then majority vote is required.

CHAPTER 6. ADMINISTRATION OF CITY AFFAIRS¹

Section 6.01. Administrative responsibility; city administrator.

The council, as a body, shall be responsible for the overall administration of the City. The council shall appoint a city administrator to execute the administration of City affairs. The city administrator shall be the chief administrative officer of the City. The city administrator shall be chosen by the council solely on the basis of the city administrator's training, experience, executive, and administrative qualifications. The city administrator shall be appointed for an indefinite term pursuant to an agreement with the City and may be removed at any time by an affirmative vote of a majority of the council.

(Ord. No. 2011-19, § 1, 12-27-11)

Section 6.02. Powers and duties of the city administrator.

Subdivision 1. Responsible for administration. The city administrator shall be responsible to the council for the administration of the City's affairs. The city administrator shall have the powers and duties set forth in the following subdivisions and as established by the council.

Subdivision 2. Enforcement. The city administrator shall see that this charter and the laws, ordinances, and resolutions of the City are enforced.

Subdivision 3. Personnel. The council shall appoint all subordinate officers and employees and shall oversee and supervise any review, appraisal or discipline related to such employees, unless otherwise delegated.

- A. In situations where immediate employment action is needed relative to the city administrator, the Mayor along with one other council member, or such committee appointed by the council for such employment oversight purposes, shall be authorized to immediately respond to any employment situation, in the interests of the public health, safety and welfare of the city.
- B. The administrator, or designee in their absence, shall have the authority to suspend any employee of the city where immediate employment action is needed. The administrator shall promptly inform the council of such action, and if needed, shall request a special meeting be held to review the matter with the council for consideration of further employment action, up to and including termination.
- C. The administrator, or designee in their absence, shall have the authority to appoint, suspend, or discharge all part-time, seasonal, and temporary employees, and shall have the authority to discharge all probationary employees except departmental administrators.

Subdivision 4. Supervisory control. Subject to the approval of the council, the city administrator shall exercise control over all departments and divisions of the city administration created by this charter or by the council.²

Subdivision 5. Council meetings. The city administrator shall, at the direction of the city council, attend meetings of the council and may participate in discussion, but not vote.

¹Editor's note(s)—Ord. No. 2011-19, § 1, adopted Nov. 22, 2011, amended Ch. 6 in its entirety to read as set out herein. Former Ch. 6, §§ 6.01—6.05, pertained to similar subject matter and derived from the Charter as adopted at the general election held on Nov. 4, 1975.

Subdivision 6. Recommendations to council. The city administrator shall recommend to the council for adoption such measures as the city administrator deems necessary for the welfare of the people and the efficient administration of the City's affairs.

Subdivision 7. Fiscal responsibilities. The city administrator shall keep the council fully advised on the financial condition and needs of the City, and the city administrator shall prepare and submit to the council the annual budget and capital program.

Subdivision 8. Reports. The city administrator shall submit to the council and make available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.

Subdivision 9. Other duties. The city administrator shall perform such other duties as are prescribed by this charter or may be required by the council.

Subdivision 10. City clerk duties. The duties of the city administrator shall include any duties established in Minnesota law for a city clerk unless otherwise assigned to another individual in this charter, city code or by the city council.

(Ord. No. 2011-19, § 1, 12-27-11; Ord. No. 2019-23, § 1, 2-11-20)

¹Section 6.02, subdivision 3 was amended at the general election of November 2, 1976, when the voters of the city ratified and adopted the above-amended subdivision 3 pursuant to a petition of city voters.

²Section 6.02, subdivision 4 was amended at the general election of November 2, 1976, when the voters of the city ratified and adopted the above-amended subdivision 4 pursuant to a petition of city voters.

Section 6.03. Administrative organization.

The council may by ordinance or resolution establish city departments, offices, and agencies and prescribe their functions.

(Ord. No. 2011-19, § 1, 12-27-11)

Section 6.04. Subordinate employees.

There shall be employees subordinate to the city administrator as the council may establish by ordinance or resolution. The council may, by ordinance or resolution, abolish positions which have been created and it may combine the duties of various positions as it may see fit.

(Ord. No. 2011-19, § 1, 12-27-11; Ord. No. 2019-24, § 1, 2-11-20)

Section 6.05. Purchases and contracts.

The city administrator shall be the chief purchasing agent of the City. All city purchases and contracts shall be made or let by the city administrator when the amount involved does not exceed an amount established at least annually by the city council by resolution. All other purchases shall be made and all other contracts let by the council after the recommendation of the city administrator has first been obtained. Contracts shall be made in compliance with Minnesota law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder consistent with Minnesota law. All contracts, bonds, and instruments of any kind to which the City is a party shall be signed by the mayor and the city administrator on behalf of the City and shall be executed in the name of the City. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

(Ord. No. 2011-19, § 1, 12-27-11)

Chapter 2 ADMINISTRATION¹

Sec. 2-4. City departments established; titles of departmental administrators; functions; other officers and employees; authority of city administrator to create divisions.

(a) The departments of the city, and the titles of their respective departmental administrators, are as follows:

Departments	Departmental administrators
Police	Chief of Police
Fire	Fire Chief
Public Works	Director
Community and Economic Development	Director
Finance	Director
Engineering Services	Director (City Engineer)
Parks and Recreation	Director
Library Services	Director

(b) The functions of the city departments established in subsection (a) of this section shall be as follows:

(1) *Line service departments*: Defined as those departments organized to provide basic municipal services to the general public:

a. *Police department*:

1. Provides for police-related services, including: police patrol, criminal investigation, juvenile law enforcement programs, crime prevention programs, law enforcement records and communications and general enforcement of parking, traffic, criminal statutes and city ordinances.

b. *Fire department*:

1. Provides for fire- and code-enforcement-related services, including: fire suppression, emergency medical response, fire prevention, and emergency and disaster management.

c. *Public works department*:

1. Provides for street-maintenance-related services, including: repairs, street cleaning and sanitation, storm sewer maintenance and snow removal.
2. Provides for water, wastewater-treatment related services, and surface water including: maintenance and operation of the water distribution system, wastewater treatment plant, sludge disposal program, sewer collection system, and stormwater system.

¹Editor's note(s)—Section 1 of Ord. No. 2014-008, adopted June 24, 2014, repealed the former Ch. 2, §§ 2-1—2-7, 2-10—2-18, and enacted a new Ch. 2 as set out herein. The former Ch. 2 pertained to similar subject matter. See the Code Comparative Table for a complete derivation.

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3. Operation and maintenance of the airport.
 4. Management of the vehicle fleet maintenance activities and planning.
 - d. *Community and economic development department:*
 1. Provides for housing-related services, including: management of rental-assistance programs, management of elderly housing and family housing programs.
 2. Provides for grant administration and related services, including: administration of commercial revitalization, historic preservation, housing rehabilitation, economic development and other human service or community improvement programs.
 3. Provides for all functions related to the city's land use planning program including: long range and current planning; annexation; subdivision and development of land; environmental review; zoning; and administration of the unified development ordinance through the division of planning and zoning.
 4. Provides for the administration of the building code division including: building and property maintenance code programs, electrical inspection program, manufactured home point of sale inspection program, and rental registration program. The division is responsible for the enforcement of the Minnesota State Building Code and the Minnesota Electrical Code in the city. Programs are focused on building safety at all stages of construction and use.
 - e. *Parks and recreation department:*
 1. Provides for recreation services, parks and facilities maintenance, including: programming, scheduling and repair to the city parks and recreation facilities.
 - f. *Library services:*
 1. Provides for library-related services, including: adult programming, children programming and reference/interlibrary loan activities.
 - (2) *Staff service departments:* Defined as departments organized to provide for the internal support necessary for the basic operation of city organization and the function of other city departments:
 - a. *Department of finance:*
 1. Provides for financial-related services, including: accounting, treasury management, data processing and risk management, and financial planning and budgeting.
 - b. *Department of engineering services:*
 1. Provides for civil-engineering-related services, including: design engineering and project management for the construction of public improvements.
 2. Provides for the project-inspection-related services, including: field inspection of the construction of public improvements and maintenance of public works records for public facilities and infrastructure.
 3. Long range transportation planning in conjunction with the community and economic development department.
 - (c) There shall be such other officers and employees subordinate to the city administrator and the departmental administrators as designated by the city administrator.

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- (d) The city administrator shall have the authority to divide the departments referred to in subsection (b) of this section into such administrative divisions as the city administrator shall deem appropriate or advisable, except as may be otherwise provided by ordinance.
 - (e) The city administrator shall designate and assign appropriate city employees or city departments to serve as support for various boards, commissions, and committees which are established from time to time by the city council.
 - (f) The supervision responsibilities of consultant services, contract employees or legal services shall be designated by the city administrator.

(Ord. No. 2014-008, § 1, 6-24-14; Ord. No. 2018-16, § 1, 12-26-18)