

CITY OF OAK GROVE

ORDINANCE NO. 2025-03.

AN ORDINANCE AMENDING ARTICLES II AND III OF THE CITY CODE

THE CITY COUNCIL OF THE CITY OF OAK GROVE, ORDAINS AS FOLLOWS:

SECTION 1. Article II and Article III of the Oak Grove, Minnesota, City Code is hereby amended as follows (deletions shown as ~~strikethroughs~~ and additions shown in **bold/underline**):

ARTICLE II. CITY COUNCIL

DIVISION 2. RULES OF ORDER AND PROCEDURE

Sec. 2-50. - Minutes.

- (a) Minutes of each council meeting shall be kept by the **city administrator acting in their proper duties as described in Article III, Sec. 2-82 or the deputy clerk** ~~city clerk or, in the absence thereof, by the city administrator~~. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions and claims need not be recorded in full in the minutes if they appear in other permanent records of the city clerk and can be accurately identified from the description given in the minutes.
- (b) The minutes of each meeting shall be typed, signed by the city clerk and copies delivered to each councilmember via council agenda packets when the minutes are placed on the agenda for approval. The council shall take formal action to approve the minutes as submitted or amended.

ARTICLE III. OFFICERS AND EMPLOYEES

Sec. 2-82. - City administrator.

- (a) A city administrator may, at the discretion of the city council, be appointed for an indefinite term. The city administrator may be removed from office after 30 calendar days' written notice by the city council with or without cause, or in accordance with the administrator's employment contract.
- (b) The city administrator shall have considerable knowledge of municipal government operation, property procedures, public relations, personnel management, finances, purchasing and all administrative requirements for proper municipal operation. They shall have full knowledge, or the ability to acquire such knowledge, of all laws affecting the city. They shall have the ability to encourage harmonious relations with municipal employees and the general public. They shall have the ability to coordinate development,

to collect and analyze material for reporting, and to initiate and implement standards of procedure, operation and organization.

- (c) The city council may enter into such employment contract with the city administrator as it shall deem necessary or desirable in order to further implement the appointment of the city administrator.
- (d) The city administrator shall serve at the direction of the city council and shall be responsible to the city council for the proper administration of all affairs of the city, which duties shall include the following:
 - (1) Direct and perform the actual day-to-day supervision and control of the administrative affairs of the city.
 - (2) Compile and prepare all necessary data and information to aid the city council in making decisions, assist the city council in coordinating, administering, and implementing decisions in regard to requests and problems of municipal concerns; research and assist the city council in developing and recommending solutions thereto, and coordinating efforts through directives to other departments, other agencies and the general public.
 - (3) Coordinate the enforcement of all ordinances, regulations, and law enforcement policies of the city council and all laws of the state applicable within the city.
 - (4) Advise and report to the city council a single consolidated budget, including statements relating to projected revenue, proposed sources of revenue, and all proposed expenditures to be made and obligations incurred by the city in the forthcoming fiscal year.
 - (5) Administer expenditures of funds only within limits established and approved by the city council and shall have the authority to sign purchase orders for routine services, equipment and supplies for which the cost does not exceed \$5,000.00.
 - (6) Negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the city council.
 - (7) Administrate all capital improvement projects and service programs, as approved by the city council.
 - (8) Subject to council approval, establish such administrative policies and procedures as may be necessary to ensure the proper and efficient operation of all departments and divisions of the city, and issue administrative orders to carry out such policies and procedures.
 - (9) Serve as personnel officer and be responsible for the implementation of city personnel policies.

(10) Recommend to the city council the approval or disapproval of applications for licenses or permits, after investigation of the application and receipt of recommendation from the appropriate city inspector or city department.

(11) The duties of the city administrator shall also include the duties of the clerk in a statutory city. The city administrator may employ the title of clerk, treasurer, administrator or hyphenated combinations of these titles as deemed necessary or convenient.

(12) Perform such other duties as the council may from time to time prescribe.

- (e) All department heads, supervisors, and administrative personnel shall report directly to the administrator. The administrator shall recommend to the council the hiring, promotion, demotion or dismissal of all probationary, temporary, permanent, full-time or part-time employees of the city and may suspend any employee until the next council meeting when the council shall affirm, modify or rescind the suspension. All final determinations with regard to personnel matters shall be made by the city council.
- (f) The administrator shall exercise control over the expenditures of all departments and divisions of the city and such appropriations or expenditures as appear in the annual city budget, subject to approval of the council. The administrator shall make all purchases and acquisitions in the name of the city, subject to such administrative procedures as are approved by the council.
- (g) The administrator shall attend and participate in discussions at all meetings of the city council and other official bodies, as directed by the city council. The city administrator shall be responsible for the preparation of the city council agenda and all related items. 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.

SECTION 2. This Ordinance shall be effective after passage and publication.

Passed and adopted this _____ day of _____, 2025, by the City Council of the City of Oak Grove.

By: _____
Mayor

ATTEST:

City Clerk