

TITLE III: ADMINISTRATION

Chapter

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CHAPTER 30: CITY GOVERNMENT

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CITY OFFICIALS

§ 30.01 CLERK-TREASURER ESTABLISHED.

Pursuant to the authority granted by Laws 1961, Ch. 230, being M.S. § 412.02, as it may be amended from time to time, the offices of Clerk and Treasurer in the city are combined in the office of Clerk-Treasurer.

(Ord. 103, passed 12-10-1974)

§ 30.02 AUDIT.

Beginning with the year in which this section becomes effective and each year thereafter, there shall be an audit of the city's financial affairs by the State Auditor or a public accountant in accordance with minimum auditing procedures prescribed by the State Auditor.

(Ord. 103, passed 12-10-1974)

§ 30.03 COMPENSATION OF MAYOR AND COUNCIL MEMBERS.

The compensation of the Mayor and the compensation of each Council Member shall be established from time to time City Council ordinance pursuant to M.S. § 415.11, as it may be amended from time to time.

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ORDINANCE 2012-1

AN ORDINANCE AMENDING ORDINANCE 179, SETTING THE SALARIES OF THE MAYOR AND THE TRUSTEES OF THE CITY OF PINE RIVER.

The City Council of the City of Pine River, Minnesota, ordains as follows:

SECTION 1. The salary for the Mayor of the City of Pine River shall be set at \$4,800.00 per year (\$400 per month). There will be no extra payment for any special meetings that the Mayor is required to attend.

SECTION 2. The salary for each Council Member of the City of Pine River shall be set at \$4,200 per year (\$350 per month). There will be no extra payment for any special meetings that any council member is required to attend.

SECTION 3. This ordinance shall become effective from and after January 1, 2013 following the next election scheduled for November of 2012.

SECTION 4. All other ordinances and parts of prior ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Adopted this 12th day of June, 2012.

CHAPTER 31: DEPARTMENTS AND COMMISSIONS

Section

Commissions

- 31.01 Airport Commission
- 31.02 Building and Development Commission
- 31.03 Planning Commission

COMMISSIONS

§ 31.01 AIRPORT COMMISSION.

(A) There is hereby created the Regional Airport Commission. The Commission shall consist of 6 members appointed by the City Council, no less than 1 of which shall be a Council member, no less than 2 of which shall maintain pilot certificates. The Council member shall be appointed annually, with the 5 other members appointed for terms as follows: 1 member to serve until December 31, 1993, 2 members to serve until December 31, 1994, and 2 members to serve until December 31, 1995. Thereafter, all lay members shall serve for a term of 3 years. Members shall receive compensation as the City Council shall determine. The chairperson and the vice chairperson of the Airport Commission shall be selected from and by the members of the Airport Commission. The chairperson shall not vote on any issue other than to break a tie vote.

(B) (1) The Commission, except as hereinafter provided, shall acquire, construct, enlarge, improve, maintain, equip, operate, and regulate the airport and other air navigation facilities and airport protection privileges acquired by the city. The Commission may exercise on behalf of the city all of the powers of the city granted by M.S. §§ 360.011 through 360.076, as they may be amended from time to time, except as otherwise provided herein. Rules and regulations provided by M.S. §§ 360.011 through 360.076, as they may be amended from time to time, may be proposed by the Commission but shall be enacted only by the Council. No real property and no airport, other air navigation facility, improvements, or navigation aids acquired by the city shall be disposed of by the Commission by sale, lease, or otherwise except by authority of the City Council. No real property and no personal property shall be acquired except after authority to do so has been granted in each individual case by the City

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Council. However, after authority has been granted, resolution made, seconded, and carried by the City Council, the Airport Commission shall have the power to appropriate monies for the purpose of establishing, constructing, enlarging, improving, maintaining, equipping, or operating the airport or other air navigation facilities under the provisions of M.S. §§ 360.011 through 360.076, as they may be amended from time to time. The Commission on behalf of the city, after authority has been granted by the city, by resolution made, seconded, and carried, may enter into agreements as may be deemed necessary to accomplish the purposes for which it was appointed, including the ability to execute promissory notes and loan agreements for the establishment, construction, enlargement, improvement, maintenance, and operation of the airport facility.

(2) The expense of this construction, enlargement, improvement, maintenance, equipment, operation, and regulation shall be the responsibility of the city. The city shall be the ultimate contracting authority for construction, maintenance, and improvements to the airport facility but shall maintain the power to delegate this authority to the Airport Commission as from time to time may be required or expedient for the goals anticipated herein.

(C) The Airport Commission shall each year prior to August 1 prepare a budget for airport finances for the ensuing calendar year. The budget shall be submitted not later than August 15 to the City Council. The final decisions of the City Council as to the requested additional contributions shall be reported back to the Commission.

(D) For the purpose of financing the necessary expenditures in carrying out the provisions of this agreement, there is hereby created in the city account and treasury a special fund to be called Airport Fund. All receipts belonging to the Commission shall be deposited intact in a bank account to the credit of the Airport Fund and no disbursements shall be made from this bank account except by check nor unless a verified claim for services and commodities actually rendered or delivered has first been submitted to and approved for payment by the City Council and the Commission as authenticated by the signature of a commissioned member from the City Council.

(E) The Commission shall, as soon as possible after the end of each calendar year, prepare and present to the City Council a comprehensive annual report of its activities. The Commission shall also prepare and present to state and federal officials those reports as may be required by law, regulation, or contract.

(Ord. 159, passed 2-4-1993)

§ 31.02 BUILDING AND DEVELOPMENT COMMISSION.

(A) There is hereby created the Building and Development Commission. The Commission shall consist of 6 members appointed by the City Council, no less than 1 of which shall be a Council member. The Council member shall be appointed annually, with the 5 other members appointed for terms as follows: 1 member to serve until December 31, 1997, 2 members to serve until December 31, 1998, and 2 members to serve until December 31, 1999. Thereafter, all lay members shall serve for a term of 3

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years. Members shall receive compensation as the City Council shall determine. The chairperson and the vice chairperson of the Building and Development Commission shall be selected from and by the members of the Commission. The chairperson shall not vote on any issue other than to break a tie vote.

(B) (1) The Commission, except as hereinafter provided, shall acquire, construct, enlarge, improve, and maintain property and buildings for the further development for economic, industrial, and cultural purposes. No real property, buildings, improvements, or developments acquired by the city shall be disposed of by the Commission by sale, lease, or otherwise except by authority of the City Council. No real property and no personal property shall be acquired except after authority to do so has been granted in each individual case by the City Council. However, after authority has been granted, resolution made, seconded, and carried by the City Council, the Commission shall have the power to appropriate monies for the purpose of purchasing, constructing, enlarging, improving, and maintaining property for the above-stated purposes. The Commission on behalf of the city, after authority has been granted by the city, by resolution made, seconded, and carried, may enter into agreements as may be deemed necessary to accomplish the purposes for which it was appointed, including the ability to execute promissory notes and loan agreements for the purchase, construction, enlargement, improvement, and maintenance of property and buildings.

(2) The expense of this purchase, construction, enlargement, improvement, maintenance, and regulation shall be the responsibility of the city. The city shall be the ultimate contracting authority for the purchase, construction, maintenance, and improvements to property, buildings, and development but shall maintain the power to delegate this authority to the Building and Development Commission as from time to time may be required or expedient for the goals anticipated herein.

(C) The Commission may contract, through the City Council, with any political unit for assistance in the operating expenses of the property and improvements. This contract would provide for terms and conditions as deemed appropriate by the Commission and the City Council. The Commission may also accept grants, gifts, and donations for building and development purposes.

(D) The Building and Development Commission shall each year prior to August 1 prepare a budget for building and development finances for the ensuing calendar year. The budget shall be submitted not later than August 15 to the City Council. The final decisions of the City Council as to the requested additional contributions, if any, shall be reported back to the Commission. The Commission shall give advice and feedback to the City Council as to the operation of any buildings and improvements.

(E) For the purpose of financing the necessary expenditures in carrying out the provisions of this agreement there is created in the city account and treasury a special fund to be called the Building and Development Fund. All receipts belonging to the Commission shall be deposited intact in a bank account to the credit of the Building and Development Fund and no disbursements shall be made from this bank account except by check or unless a verified claim for services and commodities actually rendered or delivered has first been submitted to and approved for payment by the City Council and the Commission as authenticated by the signature of a commissioned member from the City Council.

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(F) The Commission shall, as soon as possible after the end of each calendar year, prepare and present to the City Council a comprehensive annual report of its activities. The Commission shall also prepare and present to state and federal officials those reports as may be required by law, regulation, or contract.

(Ord. 163, passed 6-11-1996)

§ 31.03 PLANNING COMMISSION.

(A) *Establishment.* A City Planning Commission is hereby established pursuant to M.S. §§ 462.351 through 462.362, as they may be amended from time to time.

(B) *Composition.* The Planning Commission shall consist of 5 members to be appointed by the City Council, who shall hold office for 3 years. For purposes of the first board, 1 shall be appointed for 1 year, 2 for 2 years, and 2 for 3 years. All terms are to expire on December 31. Thereafter, appointments shall be made for 3-year terms. Members of the City Council may be appointed to the Planning Commission.

(C) *Organization and meetings.* The Commission shall elect a chairperson from among appointed members for a term of 1 year and the Commission may create and fill other offices as it may determine. The Commission shall hold at least 1 regular meeting each month, adopt rules for the transaction of business, keep a record of its proceedings, and on or before January 1 of each year make and submit to the City Council a report of its work and proceedings during the preceding year, and periodically make a report to the City Council as it deems proper.

(D) *Vacancies.* Vacancies existing or arising on the Commission shall be filled by the City Council for the remaining term of the position becoming vacant.

(E) *Powers and duties.* The Planning Commission shall have authority to make recommendations to the City Council for the development and improvement of the city and to assume all functions as specified by M.S. §§ 462.351 through 462.364, as they may be amended from time to time.

(Ord. 102, passed 12-2-1974)