

CITY OF COON RAPIDS, MINNESOTA

CHAPTER 1-600

ADMINISTRATION OF CITY AFFAIRS

1-601 The City Manager. The City Manager shall be the chief administrative officer of the City, chosen by the Council solely on the basis of training, experience, and administrative qualifications, and need not be a resident of the City at the time of appointment. The City Manager shall be appointed for an indefinite period and may be removed by the Council at any time; but after serving in that capacity for one year, may demand written charges and a public hearing before Council prior to the effective date for final removal. After such hearing, the Council shall have unlimited discretion either to reinstate the Manager or make the removal final. Pending such hearing, the Council may suspend the Manager from office. The Council may designate some properly qualified person to perform the duties of the Manager during a suspension or while the office of Manager is vacant.[Revised 7/6/93, Ordinance 1458]

1-602 Powers and Duties of the City Manager.

(1) Subject to the provisions of this Charter and any Council regulations consistent therewith, the City Manager shall control and direct the administration of the City's affairs and shall have the powers and duties set forth in the following subdivisions.

(2) The Manager shall see that this Charter and the laws, ordinances, and resolutions of the City are enforced.

(3) The Manager shall appoint and remove, upon the basis of merit and fitness and subject to applicable civil service provisions, if any, the City Clerk, all heads of departments, and all subordinate officers and employees in the departments.

(4) The Manager shall exercise control over all departments and divisions of the City administration created by this Charter or by the Council.

(5) The Manager shall attend all meetings of the Council, with the right to take part in the discussion but not to vote; but the Council may in its discretion excuse the Manager from any meeting.

(6) The Manager shall recommend to the Council for adoption such measures as the Manager may deem necessary for the welfare of the people and the efficient administration of the City's affairs.

(7) The Manager shall keep the Council fully advised as to the financial condition and needs of the City, and shall prepare and submit to the Council the annual budget.

(8) The Manager shall by administrative order provide for the administrative procedures to be used for the operation of the City and may from time to time amend such orders as deemed necessary.

(9) The Manager shall perform such other duties as may be prescribed by this Charter or by law or required of the Manager by ordinance or resolutions adopted by the Council.[Revised 7/6/93, Ordinance 1458]

1-603 Departments of Administration. The Council may, by resolution, authorize the City Manager to create such departments, divisions, and bureaus for the administration of the City affairs as the Manager may deem necessary.[Revised 7/6/93, Ordinance 1458]

1-604 Subordinate Officers. There shall be a City Clerk and such other officers subordinate to the City Manager as the Council may create by resolution. The City Clerk shall be subject to the direction of the City Manager, shall keep the public records, and shall have other duties as the City Manager shall prescribe. The Council may, by ordinance, abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.[Revised 7/6/93, Ordinance 1458]

1-605 Purchases and Contracts. The City Manager shall be the chief Purchasing Agent of the City. All City purchases and contracts shall be made or let by the City Manager when the amount of the purchase or contract does not exceed \$100,000. All other purchases shall be made and all other contracts let by the Council after the recommendation of the City Manager has first been obtained. All contracts over \$100,000, bonds, and instruments of any kind to which the City is a party shall be signed by the Mayor and the City Manager on behalf of the City and shall be executed in the name of the City.[Revised 7/6/93, Ordinance 1458][Revised 3/20/01, Ordinance 1723][Revised 3/17/09, Ordinance 2005]

1-606 Repealed 5/3/83.