

CHAPTER I

GOVERNMENT ORGANIZATION

Article 1.

Jurisdiction

1.0101 Over Persons and Property

The jurisdiction of the City of Columbus, North Dakota, extends to all persons, places and property within its boundaries, and such extra-territorial jurisdiction as is granted to it under the provisions of the North Dakota Century Code and amendments thereto.

1.0102 Defining City Limits

There shall be included within the municipal limits of the City of Columbus, North Dakota, the following territory or land; all lots and blocks shall also include all streets, alleys and public ways included within the area and adjacent thereto which are defined as within the confines of the city limits:

1.0103 Division of City into Precincts

There shall be one precinct within the City of Columbus to be known and designated as: Columbus City Precinct and said precincts shall consist of all parts of the City of Columbus which lies within the boundaries therein, and the polling place of said precinct shall be located at the City Hall.

Article 2.

Governing Body - City Council

1.0201 Regular Meetings.

The City Council shall hold its regular meetings on the first Monday of each month at the city hall in accord with 40-08-10 at the hour of 8:00 p.m.

1.0202 Special Meetings.

Special meetings may be called at any time by the Mayor or any two members

of the governing body to consider matters mentioned in the call of such meeting. Written notice of any special meeting shall be given to each member of the governing body at least three (3) hours before the time of meeting.

1.0203 Salaries.

The salary of the Mayor of the governing body of the city of Columbus shall be the sum of \$50 per month. The salary of the other members of the governing body of the city of Columbus shall be the sum of \$30 per month.

1.0204 Rules and Order of Business.

The rules and order of business for the parliamentary government of the governing body shall be governed by Roberts Rules of Order.

1.0205 President and Vice President --  
Election of

At the organization meeting in each even numbered year, the council members shall elect one of their members a president and one a vice president to hold office until their successors are elected.

Article 3.

Elective Officers Other Than  
Governing Body

1.0301 Municipal Judge.

There shall be elected each four years a municipal judge who shall hold office until his successor is elected and qualified. The municipal judge shall perform all the duties prescribed by law and the ordinances of the city. He shall receive a monthly salary as full compensation for all services rendered.

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1.0302 Report to City Council.

It shall be the duty of the municipal judge to make a full report of all proceedings in actions or matters before him in which the city of Columbus is a party, or interested therein, to the governing body of the city of Columbus, at the close of each month. Until such report has been filed with the city auditor, no salary shall be paid the judge for such work.

1.0303 Same: Contents.

Such report shall contain the names of the parties to such action or proceeding, a statement of all orders made, whether the defendants be committed, fined, or released from custody, the judgment, the extent thereof, the costs, the amount of costs and fine paid, if any, and the disposition thereof, together with an itemized account of any fees of all officers and witnesses and the names of each, the name of each person making the complaint, and the nature and date thereof.

1.0304 Same: With Treasurer's Receipt.

This report will be accompanied by the duplicate receipt or receipts of the City Treasurer for the total amount of the fees and money so collected on behalf of the city.

1.0305 Court Hours.

The municipal judge shall be in attendance at municipal court for the transaction of business that may come before him and shall devote the time necessary to handle and dispose of the business coming before him.

Article 4 - Appointive Offices

1.0401 Appointive Offices.

At the first meeting after the qualifications of its members, or as soon thereafter as possible, the governing body shall appoint persons to the following offices:

Chief of Police  
City Auditor  
City Attorney  
Water Superintendent  
Official Newspaper  
City Engineer  
Street Superintendent

1.0402 Term of Appointive Officers, Oath, Bond.

The term of all appointive officers shall begin on the third Tuesday of April of the year in which he is elected and shall continue for a term of two years and until their successors have been appointed and qualified. Any person appointed to fill a vacancy shall hold his office for the unexpired term unless appointed as an "acting" officer. An "acting" officer shall serve at the pleasure of the governing body. Before entering upon the duties of their office, appointed officers shall take oath and give the bonds required by Section 1.0404.

1.0403 Removal.

Appointive officers may be removed and any vacancy may be filled in the manner provided by law. "Acting officers" may be removed at any time by the governing body.

1.0404 Bonds of Municipal Officers and Employees.

The following officers and employees of the City of Columbus shall be bonded in the sums as hereinafter set forth by the city council at the

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regular meeting in April of each year.

1. City Auditor
2. Mayor

1.0405 Salaries.

The salary of city officials and appointive officers, except as otherwise provided by law, shall be in such sums and amounts as may be, by resolution of the governing body, fixed from time to time.

1.0406 Administrative Policy and Procedures.

Perform Duties. Each officer shall:

1. Perform all duties required of his office by law or ordinance and such other duties not in conflict as may be required by the governing body.
2. Be immediately responsible to the governing body for the effective administration of their departments and all activities assigned thereto.
3. Keep informed as to the latest practices in their particular field and shall inaugurate with approval of the governing body such new practices as appear to be of benefit to the service and to the public.
4. Submit such reports of activities of his department as the governing board may request.
5. Be responsible for the proper maintenance of all City property and equipment used in his department.

6. Establish and maintain records in sufficient detail to furnish all information needed for proper control of department activities and to form a basis for reports to the governing board.

7. Cooperate with other officers, departments and employees.

8. Have power to direct and supervise all subordinates under him.

1.0407 Obstructing a Public Official Prohibited.

Every person who willfully delays or obstructs a public officer in the discharge or attempt to discharge any duty of his office shall upon conviction thereof, be punished as herein provided.

Article 5.

Purchasing and Disposition of Property

1.0501 Competitive Bidding Required.

All purchases of, and contracts for supplies and contractual services, and all sales of property which has become obsolete or unusable shall, except as otherwise provided herein, be based whenever possible on competitive bids.

1.0502 Procedure.

All supplies and contractual services except as otherwise provided herein, when the estimated cost thereof shall exceed \$1,000.00 shall be purchased from the lowest responsible bidder after due notice inviting proposals. All sales or disposition of obsolete or unusable property when the estimated value shall exceed \$1,000.00 shall be

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sold to the highest responsible bidder. The lowest responsible bidder, or the highest responsible bidder shall be the bidder who in addition to price has the best ability, capacity and skill to perform the contract or provide the service required, promptly or within the specified time without delay or interference. There shall also be considered character, integrity, reputation, judgment, experience and efficiency of the bidder, the quality of performance of previous contracts, sufficiency or financial resources, and previous and existing compliance with state laws and city ordinances.

### 1.0503 Open Market Purchases.

All purchases and contractual services and all sales of property which has become obsolete or unusable of an estimated value of less than \$1,000.00 or all supplies and services of a non-competitive type or kind, or purchases and sales between governmental bodies, or when in the opinion of the City Council and apparent emergency requires immediate purchase of supplies or contractual services, shall be made or obtained in the open market without competitive bidding.