

**CHAPTER ONE**  
**GOVERNMENT ORGANIZATION**  
**MAYOR - COUNCIL CITIES**

**ARTICLE 1 – Jurisdiction**

- 1.0101 Over Persons and Property
- 1.0102 Defining City Limits
- 1.0103 City Fines and Penalties Limited

**ARTICLE 2 - City Council - Board of City Council**

- 1.0201 Regular Meetings
- 1.0202 Special Meetings
- 1.0203 Meeting to be Public - Journal of Proceedings to be Kept
- 1.0204 Quorum
- 1.0205 Reconsidering or Rescinding Votes at Special Meeting.
- 1.0206 Rules and Order of Business

**ARTICLE 3 - Elective Officers**

- 1.0301 City Council - Who Constitutes
- 1.0302 Council Members Elected at Large
- 1.0303 Term of Office of Council Members
- 1.0304 Mayor - Qualifications - Term
- 1.0305 When President and Vice President of a Council are Elected
- 1.0306 Vacancies on Council or in Office of Mayor - How Filled
- 1.0307 Absence or Disability of Mayor - Who to be Acting Mayor
- 1.0308 Mayor to Preside at Council Meetings - Voting Power of Mayor
- 1.0309 Removal Appointive Officers
- 1.0310 Mayor May Suppress Disorder and Keep Peace
- 1.0311 Mayor to Perform Duties Prescribed by Law - Enforced Laws and Ordinances
- 1.0312 Inspection of Books, Records and Papers of City by Mayor
- 1.0313 Ordinance or Resolution Signed or Vetoed by Mayor
- 1.0313a Council Ability to Reconsider Mayor Veto
- 1.0314 Message to Council
- 1.0315 Mayor Shall Call on Inhabitants to Aid in Enforcing Ordinance
- 1.0316 Police Chief and Policemen Appointed by Mayor
- 1.0317 Mayor May Administer Oath

**ARTICLE 4 - Elective Officers Other than City Council**

- 1.0401 District Judge to Hear Violation of Municipal Ordinances
- 1.0402 Contracts with Dickey County for Court Services
- 1.0403 Dickey County Court Authorized to Exercise All Powers and Duties of Municipal Court

**ARTICLE 5 - Appointive Offices**

- 1.0501 Appointive Officers in Council Cities
- 1.0502 Term of Appointive Officers
- 1.0503 Officers Commissioned by Warrant - City Auditor to Receive Certificate of Appointment
- 1.0504 General Duties of City Auditor

- 1.0505 General Duties of City Attorney
- 1.0506 General Duties of Other Appointive Officers

#### ARTICLE 6 - Special Provisions Regarding City Officers

- 1.0601 Bonds of Municipal Officers and Employees
- 1.0602 Oaths of Municipal Officers
- 1.0603 Salaries of Elected Officers Fixed by Ordinance or Resolution
- 1.0604 Salaries of Appointive Officers and Employees
- 1.0605 Meals and Lodging - Amount Allowed
- 1.0606 Personal Interest in Contract by Public Officer - Prohibited
- 1.0607 Retiring Officer to Turn Over Books
- 1.0608 Administrative Policy and Procedure
- 1.0609 Obstructing a Public Official - Prohibited

#### ARTICLE 7 - Purchasing and Disposition of Property

- 1.0701 Competitive Bidding Requirements
- 1.0702 Accounts Against City to be in Writing
- 1.0703 Further Verification May be Required
- 1.0704 Conveyance, Sale, Lease or Disposal of Property
- 1.0705 Real Property Transfer Requirements
- 1.0706 Payment of Accounts

#### ARTICLE 8 - Municipal Elections

- 1.0801 Qualified Electors in Municipal Elections - Restrictions
- 1.0802 Elections in Council Cities - Polling Places - Polls Open - Notice
- 1.0803 Designation of Polling Places for Municipal Elections
- 1.0804 Compensation of Inspectors, Judges and Clerks at Municipal Elections
- 1.0805 Reference to Party Ballot or Affiliation in Petition of Candidate for Municipal Office - Prohibited
- 1.0806 Petition for Nomination of Elected Official in Municipalities - Signatures Required - Contents
- 1.0807 Ballots in Municipalities - Makeup
- 1.0808 Clerks Appointed to Fill Vacancies - Oath - Powers and Duties of Judges and Clerks of Municipal Elections
- 1.0809 Counting Ballots - Returns - Canvass of Returns by City Council of Municipality - Agreement with the County
- 1.0810 Municipal Elections to be Governed by Rules Applicable to County Elections - Absent Voting
- 1.0811 City Auditor to Notify of Election or Appointments
- 1.0812 New Election Upon Failure to Elect
- 1.0813 Special Elections Conducted in Same Manner as General Elections
- 1.0814 Highest Number of Votes Elects in Municipal Election - Procedure on Tie Vote

#### ARTICLE 9 - Records Management Policy

- 1.0901 Adoption of Policy

**CHAPTER ONE  
GOVERNMENT ORGANIZATION**

**ARTICLE 1 - JURISDICTION**

1.0101 Over Persons and Property

The jurisdiction of the City of Oakes, 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.

1.0102 Defining City Limits

There shall be included within the municipal limits of the City all areas duly platted and recorded as being within said City; 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. The City Council shall have jurisdiction within the corporate City limits and over any common or public grounds belonging to the City, and in and over all places within one-half mile of the municipal limits for the purpose of enforcing health and quarantine ordinances and police regulations and ordinances adopted to promote the peace, order, safety and general welfare of the municipality. (North Dakota Century Code Section 40-06-01)

1.0103 City Fines and Penalties Limited

The provisions of Section 40-05-06 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

This section shall not be construed to prohibit the utilization of the sentencing alternatives, other than a fine or incarceration, provided by NDCC Section 12.1-32-02 for the violation of a City ordinance, nor shall this section limit the use of deferred or suspended sentences pursuant to NDCC Chapter 12.1-32.

**ARTICLE 2 - CITY COUNCIL**

1.0201 Regular Meetings

The City Council shall meet regularly at the City Hall on the first Monday of each month at the hour and place specifically fixed by the council. The council shall meet in addition thereto, as often as required by Section 40-08-10 of the North Dakota Century Code.

1.0202 Special Meetings

Special meetings may be called at any time by the Mayor or any two (2) members of the City Council to consider matters mentioned in the call of such meetings. Notice of any special meeting shall be given to each member of the City Council at least three hours before the time of the meeting.

1.0203 Meeting to be Public - Journal of Proceedings to be Kept

All meetings of the City Council shall be open to the public, and a journal of its proceedings shall be kept. Notice of the regular meeting time or of a special meeting shall be given as provided by Section 44-04-20 of the North Dakota Century Code and amendments.

1.0204 Quorum

The provisions of Section 40-06-03 of the North Dakota Century Code and all subsequent amendment shall be and are hereby incorporated by reference in this ordinance.

A majority of the members of the City Council shall constitute a quorum to do business, but a smaller number may adjourn from time to time. The City Council may compel the attendance of absentees under such penalties as may be prescribed by ordinance, and may employ the police of the municipality for that purpose.

1.0205 Reconsidering or Rescinding Votes at Special Meeting

The provisions of Section 40-06-04 of the North Dakota Century Code and all subsequent amendments shall be and hereby are incorporated by reference in this ordinance.

No vote of the City Council shall be reconsidered or rescinded at a special meeting unless there is present at such special meeting as large a number of members as were present when such vote was taken.

1.0206 Rules and Order of Business

Rules and order of business for the parliamentary government of the City Council shall be governed by Robert's Rules of Order. (North Dakota Century Code Section 40-06-05)

ARTICLE 3 - ELECTIVE OFFICERS

1.0301 City Council - Who Constitutes

The City Council of the City shall be composed of the Mayor and council members. The Mayor and six (6) council members shall be elected as provided by law. (North Dakota Century Code Sections 40-08-01.03)

1.0302 Council Members Elected At-Large

All Council members to the City Council of Oakes shall be elected at large. The Council members to the City of Oakes will not have to reside within a specified ward to be elected a member of the City Council. All elections after the final reading shall be based on the at-large system. Vacancies in the City Council shall be filled in accordance with Section 40-08-08 of the North Dakota Century Code.

1.0303 Term of Office of Council Members

Council members shall hold office for four years and until their successors are elected and qualified. Terms of council members shall be arranged so that only one-half of the council members shall be elected in any one election.

1.0304 Mayor - Qualifications - Term

The chief executive officer of the City is the Mayor. The Mayor shall be a qualified elector within the City and shall hold office for four years and until a successor is elected and qualified. (North Dakota Century Code Section 40-08-14)

1.0305 When President and Vice President of a Council are Elected

The provisions of Section 40-08-11 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance. At the organization meeting of each even-numbered year, the members of the City Council shall proceed to elect from their number a president and vice president who shall hold their respective offices until their successors are elected at the organization meeting following the next biennial election.

1.0306 Vacancies on Council or in Office of Mayor - How Filled

If a vacancy occurs in the office of council member by death, resignation or otherwise, City Council may call a special City Election to fill such vacancy for the unexpired term or may, after fifteen days of the date of such vacancy appoint a person to fill such vacancy until the next City Election, at which election the unexpired term shall be filled. Upon petition of five percent of the electors, as determined by the total number of votes cast in the last general election, the council shall call a special election to fill a vacancy occurring more than six months before the next City Election, provided such petition has been submitted within fifteen (15) days and before 4:00 p.m. of the fifteenth (15<sup>th</sup>) day of the date of such vacancy or of the vacancy being filled by appointment. If the petition is mailed, it shall be in possession of the council or its representative before 4:00 p.m. on the fifteenth (15<sup>th</sup>) day after the vacancy occurs or after the vacancy was filled by appointment. (North Dakota Century Code Section 40-08-08)

If a vacancy occurs in the office of Mayor, the City Council may call a special City Election to fill such vacancy for the unexpired term or may, after fifteen days from the date of such vacancy, elect one of its members to act as Mayor, the member so elected shall possess all of the rights and powers of the Mayor until the next election and until a Mayor is elected and qualified. Upon petition of five percent of the electors, as determined by the total number of votes cast in the City in the last General Election, the council shall call a special election to fill a vacancy occurring more than six months prior to the next City Election, provided such petition is submitted within fifteen days of the date of such vacancy. During the interim between date when a vacancy occurs in the office of the Mayor and election and qualification of a successor, the president of the City Council shall be acting Mayor. (Source: North Dakota Century Code Section 40-08-16)

1.0307 Absence or Disability of Mayor - Who to be Acting Mayor

During the absence of the Mayor from the City or during his temporary disability, the president of the City Council shall be the acting Mayor and shall possess all of the powers of the Mayor. In the absence or disability of the Mayor and the president of the City Council, the vice president of the City Council shall be the acting Mayor. (Source: North Dakota Century Code Section 40-08-13)

1.0308 Mayor to Preside at Council Meetings - Voting Power of Mayor

The Mayor shall preside at all meetings of the City Council but shall not vote except in the case of a tie, when he shall cast the deciding vote. (Source: North Dakota Century Code Section 40-08-18)

1.0309 Removal of Appointive Officers

The Mayor or a council member of the City Council may request the removal of an appointed official that was appointed by the Mayor. Said request may be made when the Mayor or Council member is of the opinion that the best interest of the City requires removal of said appointed official. (Refer to North Dakota Century Code 40-14-04(03))

The City Council shall meet in the regular or special meeting to discuss the removal request. The City Council shall have exclusive authority to remove any such appointive official. This removal function is given to the City Council and removes the Mayor's authority to do so.

1.03010 Mayor may Suppress Disorder and Keep Peace

The Mayor may exercise within the City limits the powers conferred upon a sheriff to suppress disorder and keep the peace. (Source: North Dakota Century Code Section 40-08-20)

1.0311 Mayor to Perform Duties Prescribed by Law - Enforced Laws and Ordinances

The Mayor shall perform all duties prescribed by law or by the city ordinances, and shall see that the laws and ordinances are faithfully executed. (North Dakota Century Code Section 40-08-22)

1.0312 Inspection of Books, Records and Papers of City by Mayor

The Mayor, at any time, may examine and inspect the books, records, and papers of any agent, employee or officer of the City. (Source: North Dakota Century Code Section 40-08-23)

1.0313 Ordinance or Resolution Signed or Vetoed by Mayor

The Mayor shall sign or veto each ordinance or resolution passed by the council. (North Dakota Century Code Section 40-08-24)

Motion, resolution or ordinance adopted by the City Council may be vetoed by the Mayor if he/she does not sign and approve the same.

A veto may extend to an entire motion, resolution or ordinance, or to any one or more items or appropriations contained in any ordinance making an appropriation.

If a veto extends to a part only of motion, resolution, or ordinance, the residue shall take effect and be in force.

If the Mayor fails to return any motion, resolution or ordinance with his/her objections thereto in writing within the time specified in the following section, the Mayor shall be deemed to have approved the same.

1.0313a Council Ability to Reconsider Mayor Veto

Any motion, resolution or ordinance vetoed and not approved by the Mayor shall be returned by him/her with his or her objections thereto in writing at the next regular or special meeting of the City Council, which shall be not less than five (5) days after the passage thereof.

Any motion, resolution or ordinance that has been vetoed in whole or part by the Mayor may be reconsidered by the City Council. A two-thirds vote of the council members shall pass such motion, resolution, and ordinance and shall be effective notwithstanding the Mayor's veto.

The vote to pass a motion, resolution or ordinance of a part thereof over the Mayor's veto shall be taken by roll call vote and entered into the city minutes and journal.

1.0314 Message to Council

The Mayor annually and from time to time shall give the council information relative to the affairs of the City and shall recommend for consideration such measures that he/she may deem expedient. (Source: North Dakota Century Code Section 40-08-25)

1.0315 Mayor May Call on Inhabitants to Aid in Enforcing Ordinances

When necessary, the Mayor may call on each inhabitant of the City over the age of eighteen years to aid in the enforcing of the laws and ordinances of the City. (Source: North Dakota Century Code Section 40-08-26)

1.0316 Police Chief and Police Appointed by Mayor

The Mayor may appoint any number of police which he/she and the City Council may deem necessary to preserve the peace of the City, and he/she shall appoint one of the numbers as chief of police. Such appointment shall be subject to the approval of the council. (Source: North Dakota Century Code Section 40-08-27)

1.0317 Mayor May Administer Oath

The Mayor of the City may administer oaths and affirmations. (Source: North Dakota Century Code Section 40-08-28)

ARTICLE 4 – COURT SERVICES

1.0401 District Judge to Hear Violations of Municipal Ordinances

Pursuant to Section 40-18-06.2 of the North Dakota Century Code, the City has, with the agreement of the governing body of Dickey County and State of North Dakota, arranged for the District Judge to hear all violations of the City's municipal ordinances. The City of Oakes agrees to transfer its municipal ordinance cases to the District Court of the State of North Dakota after January 2, 1995.

The County shall provide the prosecuting attorney, indigent defense counsel, pay for all jury and witness expenses, provide for detention facilities, and provide for the administration of the court activities.

The County and State shall receive all fees, fines, costs, and forfeitures collected by the District Court and said amounts must be transmitted by the Clerk of District Court on a quarterly basis.

The court services contract shall continue hereafter from year to year unless a party to the contract gives notice at least 90 days before the end of the annual contract period.

1.402 Contracts with Dickey County for Court Services

The City Council is hereby authorized to enter into contracts with Dickey County, as it deems advisable from time to time, providing for the administration of prosecutions and adjudications of municipal ordinance violations. Such contracts shall be effective upon the approval by resolution of the City Council.

1.0403 Dickey County Court Authorized to Exercise All Powers and Duties of Municipal Court

During all times when such contract between the City and Dickey County are in effect, the District Court of Dickey County is hereby authorized to exercise all of the powers and duties of the municipal court of the City of Oakes in the adjudications of Municipal Ordinances Violation cases.

ARTICLE 5 - APPOINTIVE OFFICES

1.0501 Appointive Officers in Council Cities

The Mayor, with the approval of the City Council, shall appoint the following officers:

1. City Auditor;
2. City Assessor;
3. City Attorney;

4. City Forester;
5. City Health Officer;
6. City Sexton;
7. City Supervisor;
8. Such other officers as the City Council deems necessary and expedient.

The City assessor shall be appointed at the first meeting of the City Council in September of each odd-numbered year. The City Council, by majority vote, may dispense with any appointive office and provide that the duties of that office be performed by others. (Source: North Dakota Century Code Section 40-14-04)

1.0502 Term of Appointive Officers

The term of all appointive officers of the City shall commence the first day of July succeeding their appointment unless otherwise provided by ordinance, and such officers shall hold their respective offices for two years, and until their successors are appointed and qualified.

1.0503 Officers Commissioned by Warrant - City Auditor to Receive Certificate of Appointment

All officers elected or appointed, except the city auditor, council members, and Mayor, shall be commissioned by warrants signed by the auditor and the Mayor or president of the City Council. The Mayor shall issue a Certificate of Appointment to the auditor. (North Dakota Century Code Section 40-14-06)

1.0504 General Duties of City Auditor

It shall be the duty of the city auditor to issue the calls for all special meetings of the City Council when requested to do so by the Mayor or any two (2) members of the City Council. (North Dakota Century Code Section 40-08-10) He/She shall also keep a full and complete record of all meetings of the City Council and shall keep a book titled as the "Ordinance Book" and shall record therein at length all ordinances of the City. He/She shall keep a book titled as the "Special Assessment Book" in which he/she shall keep all records of special assessments. All such books shall have full and complete indexes of the contents thereof. He/She shall report to the City Council at the end of every month a list of all warrants, interest coupons, bonds or other evidence of indebtedness which may have been redeemed or paid by him/her during the month and he/she shall duly give to the council a copy of his/her receipt therefore. He/She shall further handle all correspondence, permits, and licenses and shall do and perform each, every and all duties and things prescribed for him/her to do by statutes of this state, or by an ordinance, resolution or proper instruction of the City Council. (North Dakota Century Code Section Chapter 40-16)

1.0505 General Duties of City Attorney

The city attorney shall conduct all the law business of the City and the departments thereof and all law business in which the City shall be interested; he/she shall, when requested, furnish written opinions upon the subjects submitted to him/her by the City Council, or any other department. It shall also be his/her duty to draft all ordinances, bonds, contracts, leases, conveyances and such other instruments as may be required by the officers of the City; to examine and inspect tax and assessment rolls and all other proceedings in reference to the levying and collection of taxes and to perform each and every and all duties and things prescribed by him/her to do by statutes of the state, or by an ordinance, resolution or proper instruction of the City Council.

1.0506 General Duties of Other Appointive Officers

All other appointive officers shall perform such duties as directed by the City Council, directed by these ordinances or directed or authorized by the laws of the state of North Dakota.

#### ARTICLE 6 - SPECIAL PROVISIONS REGARDING CITY OFFICERS

##### 1.0601 Bonds of Municipal Officers and Employees

The following officers and employees of the City shall be bonded in the sums as hereinafter set forth by the City Council:

1. Mayor
2. City Auditor
3. City Assessor

Said officers or employees shall be bonded in accordance with the provisions of Section 40-13-02 and Chapter 26.1-21 of the North Dakota Century Code.

##### 1.0602 Oaths of Municipal Officers

Every person appointed to any municipal office, before he or she enters upon the discharge of the duties thereof, shall take and subscribe the oath of office prescribed for civil officers and, except in the case of the auditor, shall file the same with the city auditor within ten (10) days after notice of his or her election or appointment has been given. The oath of the auditor shall be filed in the office of the county auditor. Refusal to take the oath of office shall also be deemed a refusal to serve and, therefore, a failure to qualify for the office pursuant to NDCC 44-02-01. (North Dakota Century Code Section 40-13-03)

##### 1.0603 Salaries of Elected Officers Fixed by Ordinance or Resolution

Any elected officer of this City shall receive the salary, fees or other compensation fixed by ordinance or resolution within the limitations set by NDCC sections 40-08-07, 40-08-15 and 40-18-06.

##### 1.0604 Salaries of Appointive Officers and Employees

Salaries of City Appointive Officers and Employees, except as otherwise provided by law, shall be in such sums and amounts as may be, by resolution of the City Council, fixed from time to time.

##### 1.0605 Meals and Lodging - Amount Allowed

Each elective or appointive officer, employee, representative, or agent of this City, or of any of its subdivisions, boards or commissions may make claim and shall upon approval of such claim, be paid an allowance for meals and lodging while engaged within this State, in the discharge of a public duty away from their normal working and living residence for all or any part of any quarter of a day at the rates specified by state law.

Verifications of claims shall not be required for the first three-quarters listed above, and only a lodging receipt shall be required for the fourth quarter.

Such persons engaged in travel outside of the state shall not claim a sum in excess of that allowed by state law a day for meals and in addition thereto actual lodging expenses. Verification by a receipt for such out-of-state travel expense shall be required only for lodging expense claimed. Verification of any other type of expenses not prescribed by this section shall be by a receipt.

Any person filing a false claim with the City for mileage or expenses as herein permitted is guilty of an infraction.

(NDCC 44-08-04)

1.0606 Personal Interest in Contract by Public Officer - Prohibited

No contract for the furnishing of supplies to the City, or buying of property from the City shall be entered into by any officer of the municipality, provided, however, that such contracts may be entered into with an officer of the City, if such contract is unanimously approved by other members of the City Council of the City by a finding unanimously adopted by such other members, and entered in the official minutes of the City Council, to be necessary for the reason that the services or property are not otherwise available at equal cost. (North Dakota Century Code Section 40-13-05)

1.0607 Retiring Officer to Turn Over Books

Any person having been an officer of the City shall, within five days after notification and request, deliver to his/her successor in office, all property, books and effects of every description in his/her possession belonging to the City or appertaining to his/her office; and upon his/her refusal to do so, shall be liable for all damages caused thereby, and guilty of an infraction.

1.0608 Administrative Policy and Procedure

Each officer shall:

1. Perform all duties required of his/her office by law or ordinance and such other duties, not in conflict as may be required by the City Council.
2. Be immediately responsible to the City Council 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 the approval of the City Council such new practices as appear to be of benefit to the service and the public.
4. Submit such reports of activities of their departments as the governing board may request.
5. Be responsible for the proper maintenance of all City property and equipment used in their departments.
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 the power to direct and supervise all department subordinates.
9. Be available during the hours designated by the City Council.

1.0609 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/her office shall be guilty of an infraction. Upon conviction, for a violation of this section, such person shall be fined not more than \$1000.00.

ARTICLE 7 - PURCHASING AND DISPOSITION OF PROPERTY

1.0701 Competitive Bidding Requirements

All purchase of and contracts for supplies and contractual services and all sales and purchases of property, whether goods or services shall be purchased or contracted by the City at its discretion without bids. The City Council may in its discretion consider price, ability, capacity and skill of those products purchased or services contracted. The City has the option and in its discretion to provide the services or goods for the City either by competitive bid or private contract. The City shall bid all services and projects required to do so by North Dakota Century Code.

(NDCC 48-01.2-02.1 provides that a contract for a public improvement in excess of \$150,000 must be bid. "Public improvement" is defined as any improvement the cost of which is payable from taxes or other funds under the control of the governing body.)

#### 1.0702 Accounts Against City to be in Writing

Accounts, claims and demands against the City for any property or services for which the City shall be liable, shall be made in writing and shall include an itemized statement of the property or services provided.

#### 1.0703 Further Verification May be Required

It is hereby provided that any officer of the City Council before whom any bill, claim, account or demand against the City shall come for audit and approval may require to be furnished a statement made under oath, containing such other information as is deemed necessary for the further verification of any bill, claim, account or demand against the City, or any of its undertakings.

#### 1.0704 Conveyance, Sale, Lease or Disposal of Property

Real property belonging to the municipality shall be conveyed, sold, leased or disposed of, only as approved of by a majority vote of all members of the City Council. Instruments affecting such conveyance, sale, lease or disposal shall be valid only when duly executed by the Mayor and attested by the city auditor. Personal property shall be conveyed by a majority vote of all members of the City Council. When the property to be disposed of, whether real property or personal property is estimated, by the City Council of the municipality to be of a value of less than \$2,500.00, such property may be sold at private sale upon the proper resolution of the City Council. In all other cases, such property may be sold only at public sale or as provided under Section 40-11-04.2 of the North Dakota Century Code (Source: North Dakota Century Code Section 40-11-04). Bids for the purchase or lease of real property belonging to the municipality, whether or not an advertisement, therefore, has been made, shall be made directly to the City Council and submitted to the city auditor, who shall present any and all such bids to the City Council at its next regularly scheduled meeting. When specific statutory provisions contained in the North Dakota Century Code provide for a procedure which is in conflict with this section, governing the conveyance, sale, lease or disposal of real property, this section shall not apply insofar as it is in conflict with such state law. Said statutory procedures include the following:

1. Lease of airports or landing fields or portions thereof shall be under authority granted in Section 2-02-15, NDCC. Said lease shall further be in compliance with regulations and directives appropriate federal agencies.
2. Conveyance of right of way for any state highway shall be as provided in Section 24-01-46, NDCC.
3. Leasing of oil and gas lands shall be as provided in Sections 38-09-02 through 38-09-04 and Sections 38-09-14 through 38-09-20, NDCC.
4. Conveyance of property to a municipal parking authority shall be as provided in Section 40-61-05, NDCC.
5. Lease of public buildings or portions thereof shall be as provided in Chapter 48-08, NDCC.

6. Granting of concessions for cafes, restaurants and confectioneries in public buildings or on public grounds shall be as provided in Chapter 48-09, NDCC.
7. Granting of right-of-way for a railway, telephone lines, electric light system or gas or oil pipeline system shall be as provided in Section 49-09-16, NDCC.

1.0705 Real Property Transfer Requirements

The provisions of Sections 40-11-04.1 and 40-11-04.2 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

1.0706 Payment of Accounts

The authority to encumber the city is granted in the appropriations process, the disbursement of public money in exchange for goods and services shall be conducted in an accurate, timely manner and reflected in the public record.

Each request for payment shall be adequately documented with vendor information, purchase description, and quantities for an appropriated expenditure account. Control numbers will be used on all disbursements; pre-numbered check chronologically assigned claim forms and electronic fund transfer numbers.

The record of official proceedings shall summarize total disbursements by fund.

Recurrent Payments: Utilities, contracts, premiums, payroll, payroll-related expenses, local vendor incidentals and reimbursement within appropriation limits shall be disbursed in a timely manner. Recurrent payments shall be disbursed on the authority of the appropriations ordinance with approval by the applicable city officer and prior to ratification of the City Council.

Contract, Progressive Payments, and Capital Expenditures: Expenditures that are significant in nature, specifically appropriated and greater than 5% of an annual departmental appropriation shall be presented to council for authorization prior to purchase, subsequent payments may be made as requested when substantiated by prior council action.

Unappropriated or Emergency Expenditures: Cash disbursements to meet a public need affecting life, health, property or the public peace for materials essential to non-appropriated purchases shall be approved by the emergency appropriations procedure.

The provisions of NDCC 40-01-13 (40-01-12 and 40-01-13 and 40-16-03.15) are referenced but superseded by this Section.

## ARTICLE 8 - MUNICIPAL ELECTIONS

1.0801 Qualified Electors in Municipal Elections - Restrictions

The provisions of Section 40-21-01 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

Every resident of the City who is qualified to vote therein at general elections may vote at all municipal elections held therein.

1.0802 Elections in Council Cities - Polling Places - Polls Open - Notice

The provisions of Section 40-21-02 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

Biennial municipal elections shall be held on the second Tuesday in June in each even-numbered year at such place or places as the City Council shall designate. The polls shall be opened and closed as provided by state law for the opening and closing of polls at primary, general and special elections. Ten

(10) days notice of the time and place of holding each election and offices to be filled thereat shall be given by the city auditor by publication in the official newspaper of the City as provided by Section 40-01-09.

1.0803 Designation of Polling Places for Municipal Elections

The City Council, at the time of calling any general or special municipal election, or prior to the time of registration for said election, if said registration is required by law, may by resolution, designate such voting precincts and polling places for said election as it may deem necessary for the conduct of the same, and shall, in giving notice of said election, designate such voting precincts and polling places. (Refer to North Dakota Century Code 40-21-03.1)

1.0804 Compensation of Inspectors, Judges and Clerks at Municipal Elections

The provisions of Section 40-21-05 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

Each inspector, judge or clerk of any regular or special municipal election shall receive compensation as determined for election officials in Section 16.1-05.05. The amounts determined to be due to election officials at municipal elections shall be paid from the funds of the municipality holding the election. In the event, a special municipal election is held on the same date as a statewide, districtwide or countywide election, and if the same election officials perform services for both elections, the City shall not be required to pay the elections officials, except for any extra officials necessary for such special municipal election.

Pay will be reimbursed at the current County Rate.

1.0805 Reference to Party Ballot or Affiliation in Petition of Candidate for Municipal Office - Prohibited

The provisions of Section 40-21-06 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

No reference shall be made to a party ballot or the party affiliation of a candidate in a petition to be filed or in behalf of a candidate for nomination to a public office in any incorporated City in this state.

1.0806 Petition for Nomination of Elected Official in Municipalities - Signatures Required - Contents

The provisions of Section 40-21-07 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

A candidate for any public office in the City may be nominated by filing with the city auditor, at least sixty-four (64) days and before four p.m. on the sixty-fourth day prior to the holding of the election, a petition signed by not less than ten percent of the number of qualified electors who voted for that office in the last City election. Qualified electors who sign such a petition shall reside within the corporate limits of the City. If a petition is mailed, it shall be in the possession of the city auditor before four p.m. on the sixtieth day prior to the holding of the election. In no case shall more than three hundred signatures be required, and such signatures may be on separate sheets of paper. Each qualified elector who signs a petition shall add to the petition the petitioner's mailing address. If a City election is not held in conjunction with a state or county election, a candidate may be nominated by filing the required petition with the city auditor at least sixty-four (64) days and before four p.m. on the sixty-fourth day before the holding of the election.

1.0807 Ballots in Municipalities - Makeup

The provision of Section 40-21-08 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

The city auditor shall place only the names of the persons nominated upon the ballot. The auditor shall arrange the offices upon the ballot in the order in which they are named in the statutes. The auditor shall determine the arrangement of the names of the candidates upon the ballot by conducting a drawing within five days following the last day for the filing of the nomination papers. The city auditor shall set the date, time and location for conducting the drawing and shall give advance notice of the drawing to the candidates involved.

1.0808 Clerks Appointed to Fill Vacancies - Oath - Powers and Duties of Judges and clerks of Municipal Elections

The provisions of Section 40-21-11 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

When necessary, the judges of election at a municipal election shall appoint clerks to fill vacancies. The judges and clerks of a municipal election shall take the same oath and have the same powers and authority as judges and clerks of general state elections.

1.0809 Counting Ballots - Returns - Canvass of Returns by City Council of Municipality - Agreement with the County

The provisions of Section 40-21-12 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

The ballots case in a municipal election shall be counted and the returns of the election prepared by the election board immediately after the closing of the polls. The ballots and the returns of the election shall be returned to the city auditor under seal within two days and before four p.m. on the second day after the election. Thereafter, the City Council of the municipality shall canvass the returns and declare the result of the election and cause a statement thereof to be entered in its books of minutes.

When a City election is held in conjunction with a state or county election, the City Council shall enter into an agreement with the City Council of the County concerning the use of a single canvassing board, the sharing of election personnel, the printing of election materials, the publishing of legal notices and the apportioning of election expenses.

1.0810 Municipal Elections to be Governed by Rules Applicable to County Elections - Absent Voting

The provisions of Section 40-21-13 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

The manner of conducting, voting at, keeping poll lists and canvassing votes at municipal elections, recounts and contests of the results of such elections shall be governed, as nearly as possible and except as otherwise provided in this chapter, by the laws of this state applicable to elections and contests in the case of county officers. Absent voters' ballots must be available in municipal elections in accordance with the provisions of Chapter 16.1-07 as amended.

1.0811 City Auditor to Notify of Election or Appointments

The provisions of Section 40-21-14 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

The city auditor, within five days after the result of an election, is declared, or the appointment of an officer is made within the municipality, shall notify each person elected or appointed to the municipal

office of his/her election or appointment. Within the same period of time, the city auditor shall also notify the state Supreme Court of the election or appointment of any municipal judge or alternate judge.

1.0812 New Election Upon Failure to Elect

The provisions of Section 40-21-15 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

If there is a failure to elect an officer required to be elected, the City Council of the municipality may order a new election.

1.0813 Special Elections Conducted in Same Manner as General Elections

The provisions of Section 40-21-16 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

Special municipal election to fill vacancies or for any other purpose shall be held and conducted by the inspectors and judges of election in the same manner, and the returns shall be made in the same form and manner as at regular municipal elections.

1.0814 Highest Number of Votes Elects in Municipal Election - Procedure on Tie Vote

The provisions of Section 40-21-17 of the North Dakota Century Code and all subsequent amendments shall be and are hereby incorporated by reference in this ordinance.

The person having the highest number of votes for any municipal office shall be declared elected to such office. In the case of a tie vote in the election of any municipal officer, a recount must be conducted pursuant to Section 16.1-16-01 of the North Dakota Century Code. If a recount results in a tie vote, the choice shall be determined by drawing a name in the presence of the City Council of the municipality and in such manner as it shall direct.

ARTICLE 9 - RECORDS MANAGEMENT POLICY

1.0901 Adoption of Policy

The management of records in the City shall meet with the provisions of the City Records Management Manual published by the Records Management Division of the North Dakota Information Technology Department, a copy of which is on file with the City Auditor. That publication is hereby made a part of this chapter by reference with the exceptions of the sections hereinafter set forth affecting local conditions in the City, which are amended, deleted or added to, for use and application in the City, and the City hereby adopts said manual as so modified.