

CHAPTER I.
GOVERNMENT ORGANIZATION

ARTICLE 1.

Jurisdiction

1.0101 Over Persons and Property

The jurisdiction of the City of Turtle Lake, North Dakota extends to all person, 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 Turtle Lake, 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:

CORPORATE LIMITS

City of Turtle Lake

The City of Turtle Lake is located in the SW $\frac{1}{4}$ of Section 28, the NE $\frac{1}{4}$, SE $\frac{1}{4}$ and SW $\frac{1}{4}$ of Section 29 and the NW $\frac{1}{4}$ of Section 33, Township 147 North, Range 80 West of the Fifth Principal Meridian, McLean County, North Dakota. The Corporate limits are described as follows: Beginning at the Southeast corner of said Section 29; thence West along the South line of said Section 29 a distance of 3250.9 feet more or less to the West line of Stadler Street extended; thence North along said West line extended of Stadler Street a distance of 1541.8 feet to the Northwest corner of the Bicentennial Addition, to the City of Turtle Lake, North Dakota; thence East along the North line of said Bicentennial Addition a distance of 625.77 feet to a point on the North-South $\frac{1}{4}$ line of said Section 29, 2400 feet more or less to a point on the North line extended of Outlot 24, located in the SW $\frac{1}{4}$ NE $\frac{1}{4}$ of said Section 29; thence East along the North line of said Outlot 24 a distance of 1440 feet more or less; thence North a distance of 240 feet more or less; thence East a distance of 540 feet more or less to a point on the West line of the East $\frac{1}{2}$ NE $\frac{1}{2}$ NE $\frac{1}{4}$; thence North along said East line of the East $\frac{1}{2}$ NE $\frac{1}{4}$ NE $\frac{1}{4}$ a distance of 1080 feet more or less to a point on the North line of said Section 29; thence East along said North line of Section 29 a distance of 660 feet more or less to the Northeast corner of said Section 29; thence South along the East line of said Section 29 a distance of 3440 feet more or less to the point of intersection of said East line of Section 29 and the South right-of-way line of the Burlington Northern Railroad, thence Southeasterly along said railroad right-of-way line a distance of 1375 feet more or less to the point of intersection of said railroad right-of-way and the West $\frac{1}{16}$ line of 1483

feet more or less to a point on the South line of said Section 28; thence West along said South line of Section 28 a distance of 796.4 feet to a point on the East line extended of the Lindteigen Addition to the City of Turtle Lake, North Dakota; thence South along said East line of the Lindteigen Addition a distance of 193 feet more or less to the Southeast corner of said Lindteigen Addition; thence West along the South line of said Lindteigen Addition a distance of 523 feet more or less to a point on the West line of Section 33; thence North along said West line of Section 33 a distance of 193 feet more or less to the point of beginning in accordance with the attached Corporate Limits Map.

1.0103 Division of City into Precincts

There shall be one precinct within the City of Turtle Lake to be known and designated as City of Turtle Lake Precinct which shall consist of all of the City of Turtle Lake which lies within the boundaries of the city limits. The polling place shall be located at City Hall.

ARTICLE 2.

Governing Body

Board of City Commissioners

1.201 Regular Meetings.

The Board of City Commissioners shall meet regularly at the City Hall every first and third Monday of each month at the hour of 7:30 o'clock p.m., unless some other time or place shall be specifically fixed by the Board.

1.0202 Special Meetings.

Special meetings may be called at any time by the President or any two members of the governing body to consider matters mentioned in the call of such meeting.

1.0203 Salaries.

The salary of the President of the governing body of the city of Turtle Lake shall be the sum of \$60.00 per month. The salary of the other members of the governing body of the City of Turtle Lake shall be the sum of \$40.00 per month.

1.0204 Rules and Order of Business.

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

ARTICLE 3.

Elective Officers Other Than Governing Body

1.0301 Municipal Judge.

There shall be elected every 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 an annual salary as full compensation for all services rendered.

1.0302 Report to Board of City Commissioners.

It shall be the duty of the municipal judge to make a full report under oath, of all proceedings in actions or matters before him in which the City of Turtle Lake is a party, or interested therein, to the governing body of the City of Turtle Lake, 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: City Attorney, City Health Officer, Building Inspector, and City Assessor.

1.0402 Term of Appointive Officers, Oath, Bond.

The term of all appointive officers shall begin (for commission city) on May 1st after the regular election of City Commissioners 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 Turtle Lake shall be bonded in the sums as hereinafter set forth:

President, City Commission	\$100,000.00
City Auditor	\$100,000.00
All other Officers and Employees	\$ 10,000.00

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 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 \$500.00 or all supplies and services of a non-competitive type or kind, or purchases and sales between governmental bodies, or commissioners an apparent emergency requires

immediate purchase of supplies or contractual services, shall be made or obtained in the open market without competitive bidding.

1.0504 Prohibition of Interest.

Whenever supplies or services are purchased in the open market or property disposed of in the open market without competitive bidding, the supplier or purchaser shall execute and file with the City Auditor an affidavit reading as follows: