

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

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- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

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21.02 POWERS AND DUTIES.

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11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

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First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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SCOTT C. PETERSON, MAYOR

ATTEST:

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SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

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First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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SCOTT C. PETERSON, MAYOR

ATTEST:

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SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

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First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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SCOTT C. PETERSON, MAYOR

ATTEST:

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SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

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SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

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ATTEST:

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7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

ORDINANCE #11-18-2013A

AN ORDINANCE AMENDING THE CODE OF  
ORDINANCES OF THE CITY OF MOUNT VERNON,  
IOWA, BY AMENDING PROVISIONS PERTAINING  
TO COUNCIL APPOINTMENTS, THE CITY  
ADMINISTRATOR AND THE POLICE DEPARTMENT

BE IT ENACTED by the City Council of the City of Mount Vernon, Iowa:

SECTION 1. SECTION MODIFIED. Chapter 17 Council, section 17.05 Appointments, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

17.05 APPOINTMENTS.

1. The Council shall appoint the following officials and prescribe their powers, duties, compensation and term of office:

- A. City Administrator
- B. City Engineer
- C. Parks and Recreation Director
- D. Public Works Director
- E. City Clerk/Assistant City Administrator
- F. Water/Wastewater Superintendent

2. The Council shall also appoint the following officials:

- A. Planning and Zoning Commission
- B. Zoning Administrator

3. The Council may appoint:

- A. Any *ad hoc* committee it deems appropriate

SECTION 2. SECTION MODIFIED. Chapter 21, City Administrator, section 21.02 Powers and Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

21.02 POWERS AND DUTIES.

The powers and duties of the City Administrator include the following:

1. Administration of the City's policies as established by the Council.
2. Examination of the City's operating procedure and making recommendations for improvements.
3. Day-to-day coordination of the daily activities of the City's employees and departments, except the Police Department.
4. Full disciplining authority over City employees except Police Department employees. However, the City Administrator's authority to discipline employees identified in Sections 15.03 and 17.05 is limited to giving an oral reprimand, written reprimand or by suspending them without pay for up to three (3) days without prior Council approval. A record of all disciplinary action taken by the Administrator shall be kept in the disciplined employee's personnel file.
5. Supervision of the purchase of all City supplies, materials and equipment with a purchase price of \$3,000.00 or less without prior Council approval, except in the case of emergency repairs to equipment and buildings.
6. Hiring and dismissal of seasonal and/or temporary employees.
7. Responsibility and authority for preparing a budget and carrying it out, including centralized purchases.
8. Authority to direct employees as to the time and manner of carrying out work, including coordination of effort.
9. Responsibility and authority for internal planning, for City-wide planning by working with the Planning and Zoning Commission and to participate actively in joint planning with the larger areas in which the City is a part.
10. Responsibility for enforcing the ordinances and carrying out Council policies and directives; and responsibility for ensuring that City departments operate effectively.

11. Administratively enact general department and staff policies and procedures regarding safety, health, risk management, trenching, OSHA compliance, etc.

12. Hiring of all employees and officials not identified in Sections 15.03 and 17.05 and police officers.

SECTION 3. SECTION MODIFIED. Chapter 30 Police Department, section 30.07 Police Chief: Duties, of the Code of Ordinances of the City of Mount Vernon, Iowa, is repealed and the following adopted in lieu thereof:

30.07 POLICE CHIEF: DUTIES.

The Police Chief has the following powers and duties subject the approval of the Council. (Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the police chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (Code of Iowa, Sec. 321.266)
4. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
5. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.
6. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
7. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged and who made the arrest.
8. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

9. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

10. Discipline. Discipline all employees of the Police Department.. A record of all disciplinary actions taken by the Police Chief shall be kept in the disciplined employee's personnel file.

11. The Chief of Police will appoint officers to fill authorized openings subject to approval by the City Council.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on the 18<sup>th</sup> day of November, 2013.

Second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Third and final passage on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SCOTT C. PETERSON, MAYOR

ATTEST:

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ in the Mount Vernon Sun on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
SUE RIPKE  
ASSISTANT CITY ADMINISTRATOR/CLERK