

CHAPTER 171: ADMINISTRATION

Section

General Provisions

- 171.01 Meetings
- 171.02 Compensation: salaries of officials
- 171.03 Police Chief
- 171.04 Police Department
- 171.05 Fire Department

Departments and Boards

- 171.15 Library Board
- 171.16 Board of Health

GENERAL PROVISIONS

§ 171.01 MEETINGS.

The meetings of the governing body shall be held in the meeting place of the municipality. Regular meetings shall be held on the first and third Tuesdays of each month at the hour of 7:00 P.M. Special meetings may be called by the Mayor, or by three members of the City Council, the object of which shall be submitted to the Council in writing. The call and object, as well as the disposition thereof, shall be entered upon the journal by the Municipal Clerk. No other business shall be transacted at such meeting unless all members of the City Council are present and consent thereto. On filing the call for a special meeting, the Municipal Clerk shall notify the Councilmen of the special meeting, stating the time and its purpose. Notice of a special meeting need not be given to a Councilmember known to be out of the state, or physically unable to be present. Two-thirds of the members of the City Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn from day to day and compel the attendance of the absent members; provided, that on the request of any two members, whether a quorum is present or not, all absent members shall be sent for and compelled to attend. At the hour appointed for the meeting, the Municipal Clerk shall proceed to call the roll of members and announce whether a quorum is present. If a quorum is present the Council shall be called to order by the Mayor,

if present, or if absent, by the President of the Council. In the absence of both the Mayor and the President of the Council, the City Councilmembers shall elect a President *pro tempore*. (Prior Code, § 1-510)

§ 171.02 COMPENSATION: SALARIES OF OFFICIALS.

The salaries of the elected and appointed officials of the Municipality of North Bend are hereby fixed as follows:

(A) *Appointed:*

- (1) Clerk-Treasurer, per hour. \$6.55 - 30.00
- (2) Utilities Superintendent, per hour. \$6.55 - 30.00
- (3) Librarian, per hour. \$6.55 - 30.00
- (4) General Laborer, per hour (full or part-time). \$6.55 - 30.00

(B) *Elected:*

- (1) Mayor, per year. \$3,500.00
- (2) Council Member, per year. \$2,500.00

(Prior Code, § 1-903) (Ord. 456, passed 11-1-05; Am. Ord. 484, passed 10-21-08)

§ 171.03 POLICE CHIEF.

Section 31.07(A) of the Nebraska Basic Code of Ordinances for Cities of the Second Class, regarding the duties of the Police Chief, shall be amended to read in its entirety:

(A) The Police Chief shall direct the police work of the city and shall be responsible for the maintenance of law and order.

§ 171.04 POLICE DEPARTMENT.

Sections 32.60 *et seq.* of the Nebraska Basic Code of Ordinances for Cities of the Second Class, regarding the establishment and duties of the police department are not adopted by the City of North Bend due to a contract with the Dodge County Sheriff’s Office.

§ 171.05 FIRE DEPARTMENT.

Sections 32.35 *et seq.* of the Nebraska Basic Code of Ordinances for Cities of the Second Class, regarding the establishment and duties of the fire department are not adopted by the City of North Bend due to a contract with a volunteer fire department who provides these services to the city.

DEPARTMENTS AND BOARDS

§ 171.15 LIBRARY BOARD.

(A) The Library Board shall be appointed or elected. At the first regular meeting of the governing body in January of each even numbered year the governing body shall, by ordinance, adopt the manner in which the five members of the Board are to be chosen. If the members are to be chosen by appointment, the nominated members must receive a majority vote of the governing body. If the members are to be elected, the usual election procedures of the municipality shall be followed.

(B) The Board shall consist of five members who shall be residents of the municipality.

(C) The members of the Library Board shall serve a four year term of office as specified by Nebraska Statutes.

(D) The Board shall serve without compensation and may be required, in the discretion of the governing body, to give a bond in a sum set by resolution of the governing body, and conditioned upon the faithful performance of their duties.

(E) At the time of the Board's first meeting in July of each year, the Board shall organize by selecting from their number a chairman and secretary.

(F) It shall be the duty of the secretary to keep the full and correct minutes and records of all meetings, and to file the same with the Municipal Clerk where they shall be available for public inspection at any reasonable time.

(G) A majority of the Board members shall constitute a quorum for the transaction of business.

(H) The Board shall meet at such times as the governing body may designate. Special meetings may be held upon the call of the chairman, or any three members of the Board.

(I) The Library Board shall have the authority to appoint a librarian and all other employees. It shall be the duty of the Board to have general charge of the Municipal Library and to establish

appropriate rules and regulations for the management, operation, and use of the same. The Board shall have supervisory authority over all employees of the library including the librarian. All actions of the Board shall be subject to the review and supervision of the governing body.

(J) The Board shall be responsible for making such reports and performing such additional duties as the governing body may designate from time to time.

(K) No member of the governing body shall serve as a member of the Library Board while serving a term of office as a member of the governing body. No member of the Library Board shall serve in the capacity of both the Chairman and Secretary of the Board.

(Prior Code, § 2-201)

§ 171.16 BOARD OF HEALTH.

(A) The governing body shall appoint a Board of Health which shall consist of four members. The members of the Board shall include the Mayor, who shall serve as chairman; the chief law enforcement officer for the city, who shall serve as secretary and quarantine officer; a physician who shall serve as the medical advisor; and the President of the City Council.

(B) The members of the Board shall serve, without compensation, a one year term of office, unless reappointed, and shall reorganize at the first meeting in June of each year.

(C) It shall be the duty of the secretary to keep the full and correct minutes and records of all meetings and to file the same with the Municipal Clerk where they shall be available for public inspection at any reasonable time.

(D) The Board of Health shall be funded by the governing body from time to time out of the General Fund. A majority of the Board shall constitute a quorum for the purpose of doing business.

(E) The Board shall meet at such times as the governing body may designate. Special meetings may be held upon the call of the chairman, or any two members of the Board.

(F) It shall be the duty of the Board to enact rules and regulations which shall have the full force and effect of law, to safeguard the health of the residents of the municipality. Included in the duties of the Board shall be to enforce the said rules and regulations, and to provide fines and punishments for any violations thereof. It may regulate, suppress, and prevent the occurrence of nuisances and shall actively enforce all laws of the State of Nebraska and ordinances of the municipality relating to matters of sanitation which affect the health and safety of the people.

(G) The Board shall regularly inspect such premises and businesses as the governing body may direct.

(H) All members of the Board shall be responsible for making such reports and performing such other duties as the governing body may, from time to time, designate. No member of the Board of Health shall hold more than one Board of Health position.
(Prior Code, § 2-204)