

CHAPTER 3

OFFICERS AND EMPLOYEES

CLERK

3.101. Office of the Clerk. The clerk shall be appointed by the City Council and shall serve at the pleasure of the Council.

3.102. Duties of Clerk. The clerk shall act as the clerk of the City; be the custodian of its seal and records; sign its official papers; post, publish and keep records of notices, ordinances, resolutions and Council proceedings as may be required by law; it shall receive, safely keep and deposit all monies belonging to the City, maintain a record of all monies received and disbursed and act as bookkeeper for the City; and perform all such other duties as may be prescribed by law as the Council may require.

TREASURER

3.201. Office of the Treasurer. The treasurer shall be appointed by the City Council and shall serve at the pleasure of the Council.

3.202. Duties of Treasurer. The treasurer shall act as the treasurer for the City and shall perform such duties as may be prescribed by law and as the Council may require.

PUBLIC SAFETY

Police Department

3.401. Police Department. In January of each year, the Council may appoint a Chief of Police on either a part time or full time basis who shall receive such compensation as the Council may fix and who shall serve at the pleasure of the Council. The Chief of Police shall perform such duties and keep such records as may be prescribed by law, or as the Council may require. Irrespective of the foregoing, the Council shall not be required to appoint either a part time or a full time Chief of Police and the Council may rely on the Redwood County Sheriff's Department for police protection.

Volunteer Fire Department

3.501. Fire Department Established. There is hereby established in the City of Lucan a volunteer fire department consisting of a Fire Chief, an assistant fire chief, and not less than ten firemen, 18 years of age or older.

3.502. Chief of the Fire Department. The chief of the fire department shall be elected by members of the fire department at the first regular meeting of the department in the month of January of each year, subject to the approval of the Council, and his term shall extend until the time of the next such election or until his successor is elected and qualified. During any year, the chief may be removed only for cause after a public hearing. No council member shall hold the office of fire chief.

3.503. Selection of Firefighters and Probationary Firefighters. Firefighters and probationary firefighters shall be appointed by the members of the Fire Department, subject to confirmation by the Council. All appointments herein shall not become effective until the appointment is approved by the City Council and a record of such approval entered upon the Minutes of the City Council. Firefighters shall continue as members of the Fire Department during good behavior and may be removed by the Council only for cause after a public hearing. Probationary firefighters may be removed for any reason by a majority vote of the members of the Fire Department. The probationary period shall be the first six (6) months after approval by the City Council and may be extended upon recommendation of the City Council.

3.504. Duties of the Chief of the Fire Department.

(1) The chief shall have control over all of the fire fighting apparatus and shall have sole responsibility for its care and condition.

(2) The chief shall be responsible for the proper training and discipline of the members of the fire department and may suspend any member for refusal or neglect to obey orders, when physically unfit for fire fighting service, or when suspension is necessary for the welfare of the fire department. He shall report any suspension of any member to the City Council at the first meeting of the Council following such suspension, and the City Council, after notice of hearing is given to any suspended member and a hearing held on such suspension, shall take final action on the member's discharge or retention.

(3) The chief shall make a report to the City Council at its first regular meeting in the month of January of each year as to the condition of the equipment and needs of the fire department.

3.505. Records. The chief shall keep in convenient form a complete record of all fires. Such records shall include the time of the alarm, location of fire, cause of fire, if known, type of building, name of owner and tenant, purpose for which occupied, value of building and contents, members of the department responding to the alarm, and such other information as he may deem advisable or as may be required from time to time by the City Council or the State Insurance Department. The chief may appoint from among the firemen a secretary to keep such records and other records of the volunteer fire department.

3.506. Practice Drills. It shall be the duty of the chief to hold monthly practice drills of at least one hour duration for the fire department when the weather permits, and to give the firemen instructions in approved methods of fire fighting and fire preventing.

Civil Defense

3.601. Civil Defense Director. The Council shall appoint a Civil Defense Director from time to time who shall receive such compensation as the Council may fix and shall serve for such term as the Council may determine. The Civil Defense Director shall perform the duties outlined in Chapter 12.

WATER, SEWER, STREETS, COMMUNITY CENTER, PARKS & RECREATION

3.701. Water and Sewer Inspector. Annually in January of each year, a water and sewer inspector may be appointed by the City Council. He may, but shall not be required to be a member of the Council and he or she shall serve at the pleasure of the Council. The water and sewer inspector shall have charge of and supervise the construction and maintenance of all water and sewer lines and connections thereto and of the water plant and all facilities relating thereto. The inspector shall perform such other duties and maintain such records as the Council may require. If the City Council does not appoint a water and sewer inspector, the City's maintenance man shall act as water and sewer inspector and perform all required duties.

3.801. Street Inspector. Annually in January of each year, a street inspector may be appointed by the City Council. He may, but shall not be required to be a member of the Council, and shall serve at the pleasure of the Council. The street inspector shall have the responsibility of supervising the repair and maintenance of all streets and sidewalks within the City. If the City Council does not appoint a street inspector, the City's maintenance man shall act as street inspector and perform all required duties.

3.901. Community Center Inspector. Annually in January of each year, a community center inspector may be appointed by the City Council. He may, but shall not be required to be a member of the Council, and shall serve at the pleasure of the Council. The community center inspector shall be responsible for the supervision and operation of the community center. If the City Council does not appoint a community center inspector, the City's maintenance man shall act as community center inspector and perform all required duties.

3.110. Parks and Recreation Inspector. Annually in January of each year, a parks and recreation inspector may be appointed by the City Council. He may, but shall not be required to be a member of the Council, and shall serve at the pleasure of the Council. The parks and recreation inspector shall see that all of the parks and recreational facilities belonging to the City and located within the City are properly maintained. If the City Council does not appoint a parks and recreation inspector, the City's maintenance man shall act as parks and recreation inspector and perform all required duties.