

Chapter 2

ADMINISTRATION

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ARTICLE I. IN GENERAL

Sections 01 through 10. Reserved.

ARTICLE II. ADMINISTRATION

Section 11. Delegation of responsibilities to City Administrator; reservation of powers.

The supervision of the administrative branch of the City government and responsibility to the Council for the proper administration of all affairs relating to the City are hereby delegated to the administrative office of the City; except, that the City Council hereby reserves to itself the legislative power of the City and the determination of all matters of policy. (Ord. No. 188, Sec. 1, 8/18/69)

Section 12. Powers and duties of administrative officer.

Notwithstanding any provision of any other ordinance of the City and for so long as this section and Section 11 of this chapter shall remain in effect, the administrative officer shall have the powers and duties as set forth as follows:

(a) *City Administrator.* Pursuant to Laws 1967, Chapter 401, entitled an act relating to the City of Chaska, Carver County, Minnesota, amending Special Laws of 1891, Chapter 11, the supervision of the Administrative Branch of the City of Chaska Government and responsibility to the Council for the proper administration of all affairs relating to the City are hereby delegated to the Administrative Office of the City of Chaska, except, that the City Council hereby reserves to itself the legislative power of the City and the determination of all matters of policy.

(b) *Powers and Duties of Administrative Officer.* Notwithstanding any other provision of Laws 1967, Chapter 401, Special Laws 1981, Chapter 11, and any other Ordinance of the City of Chaska, and for so long as this Ordinance shall remain in effect, said Administrative Officer shall have the powers and duties as set forth in Section 13 of Laws 1967, Chapter 401. Said Administrator shall have the following powers and duties:

- (1) He shall see that laws, ordinances, and resolutions are enforced within the City.

- (2) He shall appoint upon the basis of merit and fitness and subject to any applicable civil service provisions and remove all other appointive officers except the City Attorney, all heads of departments, and all subordinate officers and employees.
- (3) He shall exercise exclusive control over the administrative service of the City and all departments and divisions thereof, and over the appointment of all persons to office or employment, and no orders shall be given either publicly or privately to such appointees, except by said officer.
- (4) He shall attend all meetings of the City Council, other than meetings at which his removal is considered, and may take part in discussion but shall not vote.
- (5) He shall recommend to the City for adoption such measures as he may deem necessary for the welfare of the people and the efficient administration of City affairs.
- (6) He shall keep the Council fully advised as to the financial condition and needs of the City and shall prepare and submit to the Council an annual budget and recommended tax levy, with such segregation as to objects and purposes of expenditures as the Council deems necessary for the purpose of budget control. He shall enforce the budget and prescribe the manner of ordering expenditures pursuant thereto, subject to the provisions of any ordinance or administrative code adopted by the Council; provided that all orders on the treasurer shall be signed by at least two designated officers, and no order shall be approved except pursuant to and within the amount of an appropriation in the budget, unless there is a sufficient unexpended cash balance of revenues appropriated for a particular purpose, after deducting the total expenditures and the sum of all outstanding orders and encumbrances for such purpose during the current fiscal year. After the budget has been adopted for any fiscal year the Council shall have no power to increase the aggregate amount of the appropriations therein, by the insertion of new items or otherwise, unless the actual receipts from all sources exceed such amount and then not beyond the actual receipts; provided that nothing herein shall prevent the expenditure of the proceeds of bonds for the purpose or purposes for which such bonds have been authorized in accordance with law. The Council may by resolution approved by a four-fifths vote reduce the sum appropriated for any purpose, or authorize the transfer of a sum from the unencumbered balance of an appropriation for one purpose to another purpose.
- (7) He may recommend, prepare, and submit to the Council for adoption an administrative code incorporating the details of administrative procedure, and amendments thereto.
- (8) He shall perform such other duties as may be required by law or ordinance. (Sp. Laws 1967, Ch. 401, Sec. 13)

[Minn. Stats. Sec. 412.023, Subd. 5 provided that any city under a special law which had established the office of City Administrator by ordinance may continue the office in existence notwithstanding the laws of 1973, Chapter 123. The above is the enumeration of powers as set forth in Chapter ///, Section 8 of the City Charter which established the office of City Administrator and set forth the powers of said office.]

Sections 13 through 18. Reserved.

ARTICLE III. WARD BOUNDARIES; LOCATION OF POLLING PLACES

Section 19. Ward boundaries.

The Ward boundaries of Wards I, II, III and IV shall be as follows:

Ward I

Beginning at the intersection of the centerline of Walnut Street and the centerline of the Minnesota River; thence northerly along the centerline of Walnut Street to its intersection with the southeasterly line of Lot 2, Block 1, The Klein Brick Yard Sixth Addition; thence easterly along said southeasterly line to the most easterly corner of said Lot 2; thence northerly and westerly along the easterly and northeasterly lines of said Lot 2 and the northwesterly extension of said line to its intersection with the centerline of T.H. #41; thence north along the centerline of Trunk Highway #41 to its intersection with the southerly right of way line of Pioneer Trail; thence westerly along the south right of way line of Pioneer Trail to its intersection with the northerly line of Tract H, RLS No. 58; thence westerly along the north line of Tract H, RLS No. 58 to the northwest corner of said Tract H; thence southerly along the west line of said Tract H, RLS No. 58 to its intersection with the shoreline of Lake Grace; thence easterly and southerly and westerly along the shore of Lake Grace to its intersection with the westerly line of the Plat of Neighborhood 3; thence southerly and westerly along the westerly line of Neighborhood 3 to its intersection with the centerline of Hundertmark Road; thence westerly, along the centerline of Hundertmark Road, to its intersection with the easterly right of way line of VanSloun Road, Plat of Victoria Way 6th Addition; thence southerly along the easterly right of way of VanSloun Road to the most northerly corner of Lot 6, Block 3, of Victoria Way, 6th Addition; thence southerly along the northeasterly lot line of said Lot 6 and said line extended in a straight line east to its intersection with the west line of the Plat of Hundertmark Heights, Fifth Addition, same being the east line of Outlot M, Victoria Way and which is also the east line of the Chaska Open Space Ravine System; thence south along the east line of said Open Space Ravine System to its intersection with the center of Bavaria Road; thence southerly along the centerline of Bavaria Road to its intersection with the south right of way line of Engler Boulevard; thence westerly along the south right of way line of Engler Boulevard to the corporate limits of the City of Chaska; thence southerly and easterly and westerly to the southwest corner of the corporate limits of the City of Chaska; thence east along the south corporate limits of the City of Chaska to its intersection with the centerline of the Minnesota River; thence northerly and westerly and easterly along the centerline of the Minnesota River to the point of beginning. Excepting therefrom Outlot A, Neighborhood 3.

Ward I shall consist of two precincts, Precinct 1 and Precinct 2.

Precinct 1, Ward I is hereby described as follows:

Beginning at the intersection of the centerline of Walnut Street and the centerline of the Minnesota River; thence northerly along the centerline of Walnut Street to its intersection with the southeasterly line of Lot 2, Block 1, The Klein Brick Yard Sixth Addition; thence easterly along said southeasterly line to the most easterly corner of said Lot 2; thence northerly and westerly along the easterly and northeasterly lines of said Lot 2 and the northwesterly extension of said line to its intersection with the centerline of T.H. #41; thence north along the centerline of Trunk Highway #41 to its intersection with the southerly right of way line of Pioneer Trail; thence westerly along the south right of way line of Pioneer Trail to its intersection with the northerly line of Tract H, RLS No. 58; thence westerly along the north line of Tract H, RLS No. 58 to the northwest corner of said Tract H; thence southerly along the west line of said Tract H, RLS No. 58 to its intersection with the shoreline of Lake Grace; thence easterly and southerly and westerly along the shore of Lake Grace to its intersection with the westerly line of the Plat of Neighborhood 3; thence southerly and westerly along the westerly line of Neighborhood 3 to its intersection with the centerline of Hundertmark Road; thence westerly, along the centerline of Hundertmark Road, to its intersection with the easterly right of way line of VanSloun Road, Plat of Victoria Way 6th Addition; thence southerly along the easterly right of way of VanSloun Road to the most northerly corner of Lot 6, Block 3, of Victoria Way, 6th Addition; thence southerly along the northeasterly lot line of said Lot 6 and said line extended in a straight line east to its intersection with the west line of the Plat of Hundertmark Heights, Fifth Addition, same being the east line of Outlot M, Victoria Way and which is also the east line of the Chaska Open Space Ravine System; thence south along the east line of said Open Space Ravine System to its intersection with the center of Bavaria Road; thence southerly along the centerline of Bavaria Road to its intersection with the south right of way line of Engler Boulevard; thence westerly along the south right of way line of Engler Boulevard to the west line of the Northeast quarter of the Northwest quarter of Section 5, Township 115, Range 23; thence, south along said west line and the west line of the Southeast quarter of the Northwest quarter of said Section 5 to its intersection with the centerline of CSAH #10; thence, southeasterly along said centerline to its intersection with the north line the Northeast quarter of Southwest quarter of said Section 5; thence, east along said

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north line to the northeast corner of said Southwest quarter; thence south along the east line of the southwest quarter of said Section 5 to its intersection with the southwesterly right of way line of CSAH #10; thence southeasterly along said right of way line to the most northerly corner of that parcel of land identified as tax parcel 30.0053500; thence southwesterly along the westerly property line of said parcel no. 30.0053500 and its extension southerly to its intersection with the south line of said section 5; thence west along said south line of said Section 5 to the South quarter corner of said Section 5, same being the north quarter corner of Section 8, Township 115, Range 23; thence south along center section of said Section 8 to the south line of said Section 8; thence east along the south line of

said Section 8 and Section 9, Township 115, Range 23, to the centerline of the Minnesota River; thence northerly and westerly and easterly along the centerline of the Minnesota River to the point of beginning.

Precinct No. 2, Ward I is described as follows:

Precinct No. 2, Ward I is described as all of Ward I excepting therefrom that part thereof described as Precinct No. 1.

Ward II

Beginning at the intersection of the centerline of Trunk Highway #41 and the south right of way line of Pioneer Trail; thence westerly along the south right of way line of Pioneer Trail to its intersection with the north line of Tract H, RLS #58; thence westerly along the north line of Tract H, RLS No. 58 to the northwest corner of said Tract H; thence southerly along the west line of said Tract H, RLS No. 58 to its intersection with the shoreline of Lake Grace; thence easterly and southerly and westerly along the shore of Lake Grace to its intersection with the westerly line of the Plat of Neighborhood 3; thence southerly and westerly along the westerly line of Neighborhood 3 to its intersection with the centerline of Hundertmark Road; thence westerly, along the centerline of Hundertmark Road, to its intersection with the easterly right of way line of VanSloun Road, Plat of Victoria Way; thence southerly along the easterly right of way of VanSloun Road to the most northerly corner of Lot 6, Block 3 of Victoria Way, 6th Addition; thence southerly along the northeasterly lot line of said Lot 6 and said line extended in a straight line east to its intersection with the west line of the Plat of Hundertmark Heights, Fifth Addition, same being the east line of Outlot M, Victoria Way, and which is also the east line of the Chaska Open Space Ravine System; thence south along the east line of said Open Space Ravine System to its intersection with the centerline of Bavaria Road; thence southerly along the centerline of Bavaria Road to its intersection with the south right of way line of Engler Boulevard; thence westerly along the south right of way line of Engler Boulevard to the southwest corner of the corporate limits of the City of Chaska; thence north, east, southeasterly, northeasterly and easterly along the westerly and northerly corporate limits of the City of Chaska to its intersection with the centerline of T.H. #41; thence southerly along the centerline of T.H. #41 to its intersection with the southerly right of way line of Pioneer Trail; also including Outlot A, Neighborhood 3.

Ward II shall consist of two precincts, Precinct I and Precinct 2.

Precinct 1, Ward II is hereby described as follows:

Beginning at the intersection of the centerline of Trunk Highway #41 and the south right of way line of Pioneer Trail; thence westerly along the south right of way line of Pioneer Trail to its intersection with the north line of Tract H, RLS No. 58; thence westerly along the north line of Tract H, RLS No. 58 to the northwest corner of said Tract H; thence southerly along the west line of said Tract H, RLS No. 58 to its intersection with the shoreline of Lake Grace; thence easterly and southerly and westerly along the shoreline of Lake Grace to its intersection with the westerly line of the Plat of Neighborhood 3; thence southerly and westerly along the westerly line of

Neighborhood 3 to its intersection with the centerline of Hundertmark Road; thence westerly along the centerline of Hundertmark Road to its intersection with the centerline of Brinkhaus Street, Plat of Heather Ridge; thence north and westerly along the centerline of said Brinkhaus Street to its intersection with the centerline of Lano Street; thence southerly along the centerline of Lano Street to its intersection with the centerline of Hundertmark Road; thence southwesterly along the centerline

of Hundertmark Road to its intersection with the centerline of County Road No. 11; thence northwesterly along the centerline of County Road No. 11 to its intersection with the south right of way line of the Chicago Northwestern Railroad tracks; thence northeasterly along the south right of way line of said railroad tracks to its intersection with the centerline of McKnight Road; thence northerly along the centerline of McKnight Road to its intersection with the north corporate limits of the City of Chaska; thence easterly and northerly along the north corporate limits of the City of Chaska to its intersection with the centerline of T.H. #41; thence southerly along the centerline of T.H.#41 to the point of beginning; also, including Outlot A, Neighborhood 3.

Precinct No. 2, Ward II is described as follows:

Precinct No. 2, Ward II is described as all of Ward II excepting therefrom that part thereof described as Precinct No. 1.

Ward III

Beginning at the intersection of the centerline of Walnut Street and the centerline of the Minnesota River; thence northerly along the centerline of Walnut Street to its intersection with the southeasterly line of Lot 2, Block 1, The Klein Brick Yard Sixth Addition; thence easterly along said southeasterly line to the most easterly corner of said Lot 2; thence northerly and westerly along the easterly and northeasterly lines of said Lot 2 and the northwesterly extension of said line to its intersection with the centerline of T.H. #41; thence northerly along the centerline of T.H. #41 to the intersection with the centerline of Crosstown Boulevard; thence easterly and southerly along the centerline of Crosstown Boulevard to its intersection with the centerline of Chaska East Creek; thence northeasterly along the centerline of Chaska East Creek to its intersection with the centerline of Engler Boulevard; thence northeasterly along the centerline of Engler Boulevard to its intersection with the centerline of County Road #17; thence northeasterly along the centerline of County Road #17 to its intersection with the centerline of Pioneer Trail; thence easterly along the centerline of Pioneer Trail to its intersection with the east boundary line of the corporate limits of the City of Chaska; thence southerly, westerly, northeasterly and westerly along the boundary line of the corporate limits of the City of Chaska to the point of beginning.

Ward IV

Beginning at the intersection of the centerline of Trunk Highway #41 and the centerline of Crosstown Boulevard; thence northerly along the centerline of T.H. #41

to its intersection with the northerly boundary of the corporate limits of the City of Chaska; thence easterly, southerly, northeasterly and southeasterly along the boundary of the corporate limits of the City of Chaska to its intersection with the centerline of Pioneer Trail; thence westerly long the centerline of Pioneer Trail to its intersection with the centerline of County Road No. 17; thence southerly along the centerline of County Road #17 to its intersection with the centerline of Engler Boulevard; thence southwesterly along the centerline of Engler Boulevard to its intersection with the centerline of Chaska East Creek; thence southerly along the centerline of Chaska East Creek to its intersection with the centerline of Crosstown Boulevard; thence northwesterly along the centerline of Crosstown Boulevard to the point of beginning.

(Ord. No. 723, Chap. 2, Art. III, Sec. 19, dated 04-15-02)

Section 20. Polling Places

- (a) First Ward: City Hall, One City Hall Plaza, located at Fourth and Pine Streets in the City of Chaska.
- (b) Second Ward:
 - (1) Precinct 1: Living Hope Lutheran Church, 112090 Hundertmark Road, located at the intersection of Hundertmark Road and Bavaria Road in the City of Chaska.
 - (2) Precinct 2: Chaska Town Course Club House, 3000 Town Course Drive, located west of Bavaria Road, at the north end of Town Course Drive.
- (c) Third Ward: United Methodist Church, 950 Trumble Street, located on the east side of Audubon Road (Ordinance 608, Sec.1, dated 07-29-96).
- (d) Fourth Ward: Chaska Community Center, 1661 Park Ridge Drive, located at the intersection of Park Ridge Drive and Engler Boulevard in the City of Chaska.

(Ord. No. 723, Chap. 2, Art. III, Sec. 20, dated 04-15-02)

Section 21. Reapportionment or change of Ward Boundaries.

Effect of reapportionment on present Councilmembers: Any reapportionment of the City, or change of ward boundaries, resulting in any Councilmember residing outside the ward from which he was elected, does not disqualify any such Councilmember from serving the remainder

of his term; and such Councilmember may continue to hold said office and to represent the ward from which he was elected until his term expires. (Ord. No. 180, Sec. 6, 1/2/68; Ord, No. 180-1, Sec. 1, 3/15/71; Ord. No. 180-2, Secs. 5, 6, 12/17/73; Ord. No. 267, Sec. 1, 9/18/78; Ord. No. 311, Sec. 1, 8/17/81; Ord. No. 331, Sec. 1, 8/2/82; Ord. No. 404, Sec. 1, 8/18/86; Ord. No. 436, Sec. 1, 7/5/88)

Sections 22 through 26. Reserved.

ARTICLE IV. VOTER REGISTRATION

Section 27. Registration system adopted.

The system for the permanent registration of voters provided for by Minnesota Statutes, Chapter 201, is hereby adopted for the City. (Ord. No. 198, Sec. 1, 4/5/71)

State law references-Authority to adopt statutes by reference, Minn. Stats. Sec. 471.62.

Section 28. Voters must be registered.

No persons shall be permitted to vote at any election in the City unless he is registered as provided by State law. (Ord. No. 198, Sec. 2, 4/5/71)

Sections 29 through 35. Reserved.

ARTICLE V. ELECTED AND APPOINTED OFFICIALS

Section 36. Elected and appointed officials included in coverage of workmen's compensation.

Pursuant to Minnesota Statutes, 1965, Chapter 176 as amended, the elected officials of the City, including Councilmember-at-Large and the Councilmembers of the first, second, third and fourth wards, and those municipal officers appointed for a regular term of office are hereby included in the coverage of the Minnesota Workmen's Compensation Act. (Ord. No. 322, Sec. 1, 2/15/82; Ord. No. 347, Sec. 1, 3/21/83)

Section 37. Compensation for the Mayor and Councilmembers.

The compensation for the Councilmember-at-Large (Mayor) of the City of Chaska, Minnesota shall be the sum of \$475 monthly (\$5,700 annually) effective January 01, 2005, and the sum of \$490 monthly (\$5,880 annually) effective January 01, 2006; and the compensation for the Councilmember's shall be the sum of \$380 monthly (\$4,560 annually) effective January 01, 2005, and the sum of \$390 monthly (\$4,680 annually) effective January 01, 2006. (Ord. 769, Chap. 2, Art. V, Sec. 37/10-07-04)