TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER
1. BOARD OF COMMISSIONERS.
2. CITY MANAGER.
3. RECORDER.
4. GENERAL PROVISIONS.

CHAPTER 1

BOARD OF COMMISSIONERS²

SECTION
1-101. Time and place of regular meetings.
1-102. Order of business.
1-103. General rules of order.
1-104. Date of city election.

1-101. **Time and place of regular meetings.** The regular meeting time of the city commission shall be held on the first Tuesday of each month at 7:00 P.M. at St. Joseph Civic Center. (Ord. #88, Feb. 2008)

---

¹Municipal code references
Building, plumbing, electrical and gas inspectors: title 12.
Fire department: title 7.
Utilities: titles 18 and 19.
Wastewater treatment: title 18.

²Charter references
Creation and combination of departments: § 6-21-302.
Subordinate officers and employees: § 6-21-102.
Taxation power to levy taxes: § 6-22-108.
change tax due dates: § 6-22-113.
power to sue to collect taxes: § 6-22-115.
Removal of mayor and commissioners: § 6-20-220.
1-102. **Order of business.** At each meeting of the board of commissioners the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

1. Call to order by the mayor.
2. Roll call by the recorder.
3. Reading of minutes of the previous meeting by the recorder and approval or correction.
5. Communications from the mayor.
6. Reports from committees, members of the board of commissioners and other officers.
7. Old business.

1-103. **General rules of order.** The rules of order and parliamentary procedure contained in *Robert's Rules of Order, Newly Revised*, shall govern the transaction of business by and before the board of commissioners at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1978 Code, § 1-103)

1-104. **Date of city election.** The date of the city election for city commissioners shall be the first Tuesday following the first Monday of November of even numbered years. (Ord. #90, May 2010)
CHAPTER 2

CITY MANAGER¹

SECTION
1-201. Generally supervises city's affairs.

1-201. Generally supervises city's affairs. The city manager shall have general supervision of all city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his responsibilities. (1978 Code, § 1-201)

¹Charter references
Administrative head of city: § 6-21-107.
General and specific administrative powers: § 6-21-108.
School administration: § 6-21-801.
Supervision of departments: § 6-21-303.
CHAPTER 3

RECORDE

SECTION
1-301. To be bonded.
1-302. To charge for copies of records, etc.
1-303. To keep minutes, etc.
1-304. To perform general administrative duties, etc.

1-301. To be bonded. The recorder shall be bonded in the sum of five thousand dollars ($5,000.00), with surety acceptable to the board of commissioners, before assuming the duties of his office. (1978 Code, § 1-301)

1-302. To charge for copies of records, etc. When the recorder provides copies of records, papers, and documents in his office he shall charge therefor the following fees:
   (1) For accident reports ................................................. $2.00
   (2) For records, papers, and other documents ...... .$0.15 per page
(1978 Code, § 1-302)

1-303. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of commissioners and shall preserve the original copy of all ordinances in a separate ordinance book. (1978 Code, § 1-303)

1-304. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of commissioners and for the City of St. Joseph which are not expressly assigned by the charter or this code to another corporate officer. He shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the city shall provide. (1978 Code, § 1-304)

1 Charter references
   Duties and powers: §§ 6-21-401 through 6-21-405.
   Recorder as treasurer: § 6-22-119.
CHAPTER 4
GENERAL PROVISIONS

SECTION
1-401. General penalty; continuing violations.

1-401. General penalty; continuing violations. Whenever in this code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or wherever in such code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, the violation of any such provision of this code or any such ordinance shall be punished by a penalty of not more than fifty dollars ($50.00) for each separate violation; provided, however, that the imposition of any such penalty under the provisions of this code or of any ordinance of the city shall not prevent the revocation of any permit or license for violation of any provisions hereof where called for or permitted under the provisions of this code or of any ordinance. The city judge shall fix the penalty to be imposed under the provisions hereof as the city judge's discretion may dictate. Each day that any violation of this code or of any ordinance continues shall constitute a separate offense. Where any act of the general assembly of the state provides for a greater minimum penalty than one dollar ($1.00), the minimum penalty prescribed by the state law shall prevail, and be assessed by the city judge. Whenever in this code reference is made to a maximum penalty of greater than fifty dollars ($50.00), this section shall prevail and the maximum penalty shall be fifty dollars ($50.00).