

Chapter 1. General Provisions

100.01. City **Code**. Subdivision 1. **How Cited**. This code of ordinances shall be known as the Hayfield City Code and may be so cited.

Subd. 2. **Additions**. New ordinances proposing amendments or additions to the code shall be assigned appropriate code numbers and shall be incorporated into the code as of their effective date. Reference or citation to the code shall be deemed to include such amendments and additions. When an ordinance is integrated into the code, there may be omitted from the ordinance the title, enacting clause, section numbers, definitions of terms identical to those contained in their code, the clause indicating date of adoption, and validating signatures and dates. In integrating ordinances into the code, the clerk, in cooperation with the city attorney, may correct obvious grammatical, punctuation, and spelling errors; change reference numbers to conform with sections, articles, and chapters; substitute figures for written words and vice versa; substitute dates for the words "the effective date of this ordinance"; and perform like actions to insure a uniform code of ordinances without, however, altering the meaning of the ordinances enacted.

Subd. 3. **Numbering**. Each section number of this code consists of two component parts separated by a decimal. The first digit of the number refers to the chapter number and the digits after the period refer to the position of the section within the chapter. If the chapter is divided into parts, the figure immediately to the left of the decimal corresponds to the part number.

Subd. 4. **Title Headings; Cross References**. Chapter, part, section, subdivision, and other titles shall not be considered part of the subject matter of this code but are intended for convenience only and not necessarily as comprehensive titles.

Subd. 5. **Copies**. Copies of this code shall be kept in the office of the clerk for public inspection or sale for a reasonable charge.

100.02. Definitions. Subdivision 1. **General**. Unless the context clearly indicated otherwise, the following words and phrases have the meaning given them in this section.

Subd. 2. **City**. "City" means City of Hayfield.

Subd. 3. **State**. "State" means State of Minnesota.

Subd. 4. **Council**. "Council" means the city council.

Subd. 5. **Clerk**. "Clerk" means the city clerk.

Subd. 6. **Person**. "Person" means any natural individual, firm, partnership, association, or corporation. As applied to partnerships or associations, the term includes the partners or members; as applied to corporations, the term includes the officers, agents, or employees.

100.03. Statutory **Rules Adopted.** The definitions and rules of construction, presumptions, and miscellaneous provisions pertaining to construction contained in Minnesota Statutes, Chapter 645, are adopted by reference and made a part of this code, as so adopted, references in that chapter to laws and statutes mean provisions of this code and references to the legislature mean the council.

100.04. Existing **Rights and Liabilities.** The repeal of prior ordinances and adoption of this code are not to be construed to affect in any manner rights and liabilities existing at the time of repeal and the enactment of this code. Insofar as provisions in this code are substantially the same as pre-existing ordinances they shall be considered as continuations thereof and not as new enactments. Any act done; offense committed; or right accruing; or liability, penalty, forfeiture, or punishment incurred or assessed prior to the effective date of this code is not affected by the enactment of the code.

100.05. Hearings. Subdivision 1. **General.** Unless otherwise provided in this code, or by law, every public hearing required by law, ordinances, or resolution to be held on any legislative or administrative matter shall be conducted in accordance with this section.

Subd. 2. **Notice.** Every hearing shall be preceded by 10 days mailed notice to all persons entitled thereto by law, ordinance, or regulation unless only published notice is required. The notice shall state the time, place, and purpose of the hearing. Failure to give the notice or defects in it shall not invalidate the proceedings if a good faith effort has been made to comply with this subdivision.

Subd. 3. **Conduct of Hearing.** At the hearing, each party in interest shall have an opportunity to be heard and to present such evidence as is relevant to the proceeding. The council may adopt rules governing the conduct of hearings, records to be made, and such other matters as it deems necessary.

Subd. 4. **Record.** Upon the disposition of any matter after hearing, the council shall have prepared a written summary of its findings and decisions and enter the summary in the official council minutes.

100.06. Penalties. Subdivision 1. **Petty Misdemeanor.** Whenever an act or omission is declared by this code to be a petty misdemeanor any person violating the provision shall, upon conviction, be subject to a fine of not more than \$200.

Subd. 2. **Misdemeanors.** Unless another penalty is expressly provided in this code, any person violating any provision of this code, or any rule or regulation adopted in the pursuance thereof, or any other provision of any code adopted in this code by reference, including any provision declaring an act or omission to be a misdemeanor shall, upon conviction, be subject to a fine of not more than \$700 or imprisonment for a term not to exceed 90 days or both, plus, in either case, the costs of prosecution.

Subd. 3. **Separate Violations.** Unless otherwise provided, each act of violation and every day on which a violation occurs or continues constitutes a separate offense.

Subd. 4. **Application to City Personnel.** The failure of any officer or employee of the city to perform any official duty imposed by this code shall not subject the officer or employee to the penalty imposed for violation unless a penalty is specifically provided for such failure.

100.07. **Separability.** If any portion of this code or part thereof hereafter enacted is held invalid or suspended, such invalidity or suspension shall not apply to any other part of the code unless it is specifically provided otherwise.

100.08. **Modifications.** Whenever any act, statute, ordinance, regulation, or resolution calls for a fee, rate, compensation, salary or other dollar amount or change thereof, the Hayfield City Council may adopt, change, increase, decrease, delete, or add an amount without changing the entire ordinance hereunder. When such modification is made, it shall be listed and become part of the Hayfield City Code. A list of said modifications shall be attached as an appendix.

100.09. **Appendixes.** All appendixes attached hereto are made a part of the Hayfield City Code.