Municode Website Instructions

The new and improved Minneapolis Municode site allows you to navigate to, print, save, e-mail and link desired sections of the Minneapolis Code of Ordinances with greater efficiency. Listed below are some of the highlights and instructions on how to use the navigation, print, save, and e-mail functions in the Minneapolis Municode site.* The City Clerk's office continues to work with Municode to improve the functionality of this site. Please send suggestions and/or comments to City Clerk - Council Information Division.

Listed below are some of the examples of improved features in Municode and how-to instructions on using these features. Click on a link below to navigate to that particular feature or scroll to read the entire document.

Navigation

- Viewing information from a table of contents
- Expanding folders within a table of contents
- Navigate using the 'bread crumb trail'

Search

- Entering search criteria
- Narrowing your search range

Print

• Printing a portion of the online code (an easy three-step process)

Saving

• Saving a portion of the online code

Sending codes by e-mail

• E-mailing a portion of the online code

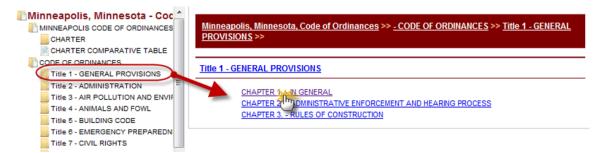
Linking to the code

Creating a static URL link to any heading level of the online code

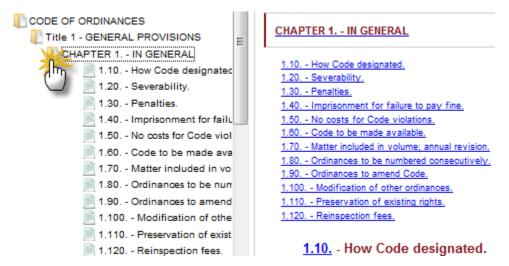
* City employees currently using Folio are encouraged to use the features built into the new site as the Folio application will be discontinued sometime in 2011.

Navigation

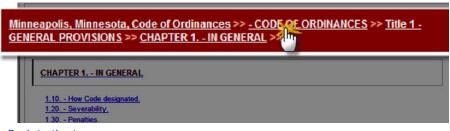
Click the title of a folder to view the information contained within that folder:



• Either double clicking the folder title **OR** single clicking the folder icon will expand the folder to show its contents within the left side Table Of Contents:



• You can navigate back to a previous point of the Code by using the "Bread Crumb Trail" located at the top of the navigation pane on the right side:

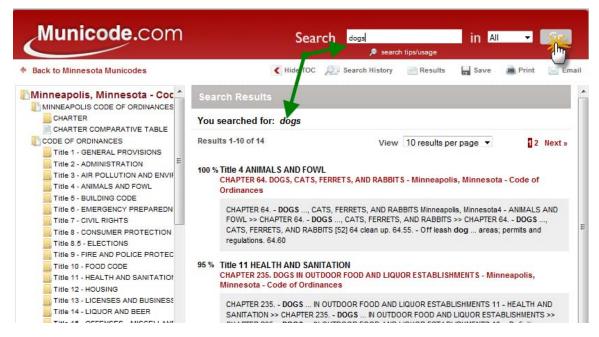


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Search

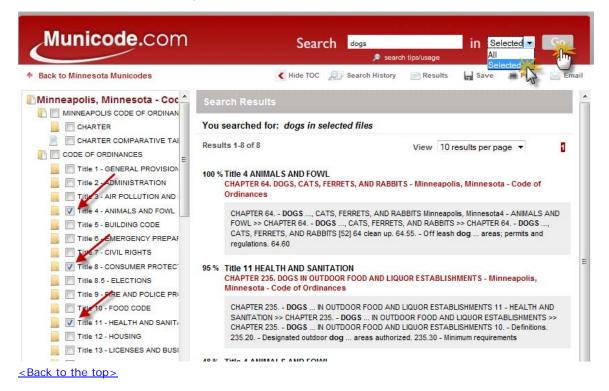
How to enter search criteria to find an ordinance(s):

- Enter a word, phrase, or section number in the search box at the top of the page (see illustration) and click Go.
- o Your hit list will display in the body of the page.



To narrow your search range:

- o Choose 'Selected' in the drop down menu next to the Go button.
- Select the ordinance folder(s) in the left hand navigational column you want to search in by placing a check(s) in the box next to the folder.
- Click on Go to get more specific results.



Printing

Printing a portion of the online Code:

Navigate to the chapter you wish to print from and click on **Print** in the button bar on the upper right hand corner of the page (see graphic below). Then proceed to next bullet point ...



- o Put a check in the box next to the part of the Code you wish to print.
- Remove any pop-up blocking for this page from your browser tools often you will see an 'alert' bar at the top of your page asking if you wish to permit a pop-up from the site.

Microsoft Windows Internet Explorer: To disable the pop-up blocker while on the site, open the Tools menu, select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):



Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can go back into the menu again to turn on the pop-up blocker.

 Click on the second **Print** button located just above the check boxes (see graphic below).

MINNEAPOLIS, MINNESOTA - CODE OF ORDINANCES >>CODE OF ORDINANCES >>TITLE 7 - CIVIL RIGHTS >>CHAPTER 141. - ADMINISTRATION AND ENFORCEMENT

Select the documents you wish to print. Your current document has been pre-selected for you.
Print Apter 141 Administration and enforcement
141.10 Commission on civil rights established.
14120. Commission membership.
141,00 Organizational and administrative powers and duties of commission.
141 40 Substantive and procedural powers and duties of commission.
141.50 Procedure for complaints; investigations, conciliations, mediations, and hearings
🗎 🔲 141.60 Civil action, judicial review and enforcement.
141.70 Duties of the city attorney.
141.80 Department of civil rights.
141.90 Conflict with state action.
141,100 Continuity.
Note: You must remove pop-up blocking to view Printer Friendly version.

A new tab will open with a 'print preview' page showing what you are about to print. Click on the third and final **Print** button (see graphic below). Now you can complete the request using your computer's printing options.



The commission shall:

- (1) Annually designate from among its own membership a chairperson, a vice-chairperson, and such other officers and commit
- (2) Meet once per month at a regularly scheduled time and place to be decided by the commission and meet at such other times
- (3) Adopt suitable rules and regulations for the conduct of its internal operations.
- (4) Designate and appoint such additional committees as it may from time to time deem appropriate. The membership of such cor carrying out the objectives of this title. (Ord. of 12-30-75, § 7)

141.40. - Substantive and procedural powers and duties of commission.

The commission shall:

- (1) Seek to prevent and eliminate bias and discrimination because of race, color, creed, religion, ancestry, national origin, sex, a impartial resolution and adjudication of disputes, and utilize all the powers at its disposal to carry into execution the provision
- (2) Conduct a program of research and study for the purpose of ascertaining how the objectives of this title may best be attained
- (3) Publish results of such research and studies.
- (4) Advise the mayor, the city council and departments or agencies of government with respect to matters relating to the commi
- 15) Connerate with and seek to advise and coordinate the activities of nersons or orouge interested in the objectives of this title

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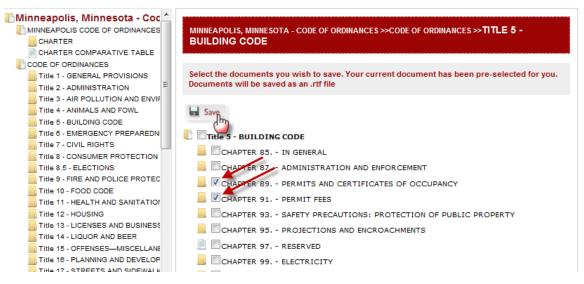
Saving

To save a portion of the online Code:

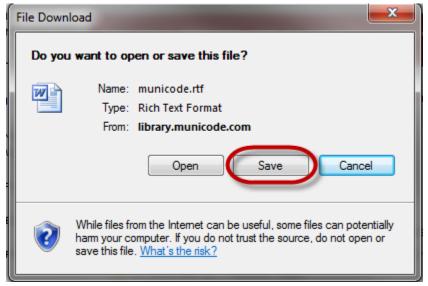
 Navigate to the chapter you wish to save from and click on Save in the button bar on the upper right hand corner of the page.



 Place a check in the box next to the documents you wish to save and click on Save button located just above the check boxes (see graphic below).



 Save documents to a predetermined site by selecting the location, or open it from here. (Documents will be saved in real text format - .rtf)

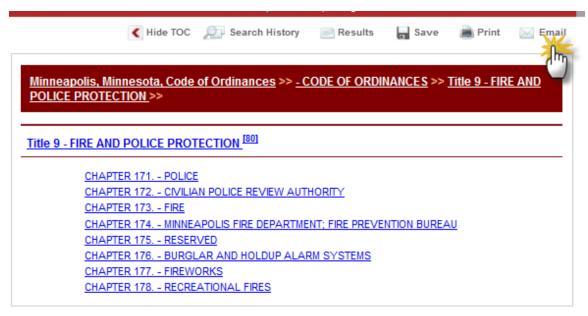


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E-mail the Code

To e-mail a portion of the online Code:

o Navigate to the chapter you wish to e-mail from and click on **Email** in the button bar on the upper right hand corner of the page.

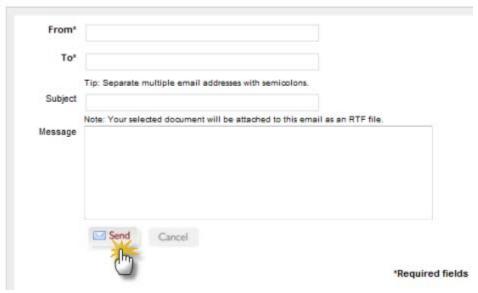


Place a check mark in the boxes next to the document(s) you wish to e-mail. Then click the **Email** button.

	S, MINNESOTA - CODE OF ORDINANCES >>CODE OF ORDINANCES >>TITLE 9 - FIRE AND TECTION >>CHAPTER 177 FIREWORKS
	ocuments you wish to email. Your current document has been pre-selected for you. will be attached to your email as an .rtf file
Email	R 177 FIREWORKS
177	Definitions.
<u> </u>	20 Permit required.
177	30 Permit fee and term of permit.
<u> </u>	.40 No mobile sales or sales by transient merchants.
<u>177</u>	.50 Permit application.

- Fill out the required fields subject and message body are optional
- o Click Send.

Email Document



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Linking

Creating a static URL link to any heading level of the online Code

 Click on desired Title, Chapter, Division, Article, or Section number. It will be highlighted blue like a hyperlink (see below).

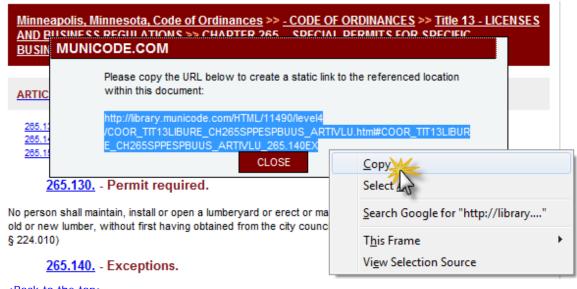


No person shall maintain, install gropen a lumberyard or erect or maintain any building for the sale or storage of old or new lumber, without fire naving obtained from the city council a permit to do so. (Code 1960, As Amend., § 224.010)

265.140. - Exceptions.

Nothing in this article shall be construed so as to apply to the temporary storage of lumber or building material used, or to be used, in the construction or repair of buildings or structures upon and adjoining the premises where such construction or repair is actually being carried on; further, nothing herein shall be held to apply to lumber or building material kept or stored by a householder for personal use, and not for the purpose of commercial storage or sale. (Code 1960, As Amend., § 224.020; Pet. No. 251179, 5.10, 12-29-89)

- o A dialog box will pop up with the URL for that part of the Code.
- Highlight the URL, right click, then select copy (also Ctrl C or go to 'edit' at the top of your browser and select copy)
- Paste (Ctrl V, or right click and select paste, or go to 'edit' at the top of the browser and select paste) the URL where you wish to create the static link



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