

CHAPTER 31 CITY OFFICIALS

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§ 31.01 CITY ADMINISTRATOR

(A) *Duties.* The duties of the City Administrator or his or her legally appointed designee shall include the duties of the Clerk. The City Administrator or his or her legally appointed designee shall give the required notice of each regular and special election, record the proceedings thereof, notify officials of their elections or appointments to office, certify to the County Auditor all appointments and the results of all municipal elections. He or she shall keep:

(1) A minute book, noting therein all proceedings of the Council;

(2) An ordinance book, in which he or she shall record at length all ordinances passed by the Council;

(3) An accounting program, in which the City Administrator's appointed designee shall enter all money transactions of the city, including the dates and amounts of all receipts and the person from whom the money was received and all expenses drawn against City funds with their payee and purpose of expenditure. Ordinances, resolutions and claims considered by the Council need not be given in full in the minute book if they appear in other permanent records of the City and can be accurately identified from the description given in the minutes.

(4) The City Administrator or his or her legally appointed designee shall act as the Clerk of the city, shall be the custodian of its seal and records, shall sign its official papers, shall post and publish such notices, ordinances and resolutions as may be required and shall perform such other appropriate duties as may be imposed upon him or her by the Council.

(5) With the consent of the Council, the City Administrator may appoint a deputy for whose acts he or she shall be responsible. In case of the City Administrator or his or her legally appointed designee's absence from the city or disability, the Council may appoint a Deputy if there is none, to serve during the absence or disability. The Deputy may discharge any of the duties of the City Administrator or his or her legally appointed designee except that he or she shall not be a member of the Council.

(B) *Appointment.* The City Administrator or his or her legally appointed designee is appointed by a majority of the Council for an indefinite term, removal only by a majority of the Council.

The City Council will prepare a formal job description outlining the duties and the required knowledge, skills, and abilities required to perform the duties of the City Administrator position. The Council may amend the job description at its pleasure at any Council meeting.

§ 31.02 CLERK AND TREASURER OFFICE COMBINED

Pursuant to the authority granted by M.S. § 412.591, subd. 2, as it may be amended from time to time, the offices of Clerk and Treasurer in this city are continued as heretofore combined in the office of City Administrator or his or her legally appointed designee, and duties signed to either the Clerk or Treasurer by law or ordinance shall be performed by such City Administrator or his or her legally appointed designee.