

CHAPTER 32: CITY OFFICIALS

Section

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§ 32.01 CITY ADMINISTRATOR/CLERK.

The City hereby creates the position of City Administrator/Clerk.

(A) *Chief Administrative Officer.* The City Administrator/Clerk shall be the Chief Administrative Officer, and shall be responsible to the City Council.

(B) *Appointment.* The City Administrator/Clerk shall be appointed by the City Council based upon training, experience and qualifications.

(C) *Term.* The City Administrator/Clerk shall serve for an indefinite period, and the City Council may set the appointment terms.

(D) *Powers and duties.* The City Council shall delegate to the City Administrator/Clerk whatever powers and duties it deems necessary or proper for the efficient administration of city affairs pursuant to state law. The duties shall be formally adopted in the official job description. The City Council may at any time rescind or amend authority delegated to the City Administrator/Clerk.

(E) *City Clerk-Treasurer.* Pursuant to the authority granted by M.S. §412.591, as it may be amended from time to time, the Offices of the Clerk and Treasurer shall be, and hereby are, combined in the Office of the City Administrator/Clerk and thereafter the duties of the Treasurer and Clerk shall be performed by the City Administrator/Clerk.

(Ord. 126, passed 12-5-2005; Ord. 10-004, 3rd Series, passed 3-01-2010)

§ 32.02 FACSIMILE SIGNATURES.

The Mayor and City Administrator/Clerk are hereby authorized to request a depository of city funds to honor an order for payment when the instrument bears a

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facsimile of his or her signature, and to charge the same to the account designated thereon or upon which it is drawn, as effectively as though it were his or her manually written signature. The authority is granted only for the purpose of permitting the officers an economy of time and effort.

(Prior Code, § 2.08) (Ord. 10-004, 3rd Series, passed 3-01-2010)

§32.03 CITY-CLERK TREASURER.

Pursuant to the authority granted by M.S. § 412.591, as it may be amended from time to time, the Offices of the Clerk and Treasurer shall be, and hereby are, combined in the Office of the Clerk-Treasurer and thereafter the duties of the Treasurer and Clerk shall be performed by the Clerk-Treasurer.

(Prior code, § 2.09) (Ord. 10-004, 3rd Series, passed 3-01-2010)

§ 32.99 PENALTY.

Any person violating any provision of this chapter shall be subject to § 10.99.