

## ORDINANCE NO. 193

### AN ORDINANCE ABOLISHING THE OFFICE OF CLERK AND ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR AND DEFINING HIS/HER DUTIES

The City Council of the City of Bird Island does hereby ordain:

SECTION 1. The office of Clerk for the City of Bird Island is hereby abolished.

SECTION 2. The City of Bird Island hereby establishes the office of City Administrator. The person designated as City Administrator shall perform the following duties.

1. Send out notice of each regular and special election; Record the election procedure; Notify officials of their elections and appointments to office; Certify to County Auditor all election results.
2. Keep minute books with all proceedings of Council meetings; Keep Ordinance book up to date.
3. Keep an account book to enter all money transaction of the City including dates, and amounts of all receipts and person from whom money was received and all orders drawn upon the Treasurer with their payee an object.
4. Act as Clerk and Bookkeeper of the City.
5. Act as Custodian of the City Seal and records; Sign all official papers; Post and publish such Notices, Ordinances and Resolutions as may be required.
6. Receive fees allowed by law to City Clerk, but Council requires the City Administrator to pay such fees into the City Treasury.
7. May appoint a Deputy with the consent of the City Council; if such Deputy is appointed, the City Administrator shall be responsible for the actions of the Deputy.
8. Make out a financial report, statement of tax collection, and statement of outstanding bonds and orders at the end of every year.
9. Receive and safely keep all monies belonging to the City.
10. Pay out money only upon written order of Mayor or such other officers or independent boards or commissions as authorized to use orders.
11. Deliver to successor all books, papers and money belonging to the City.
12. Report to Council immediately after the close of the calendar year a report for public inspection on the balances, receipts, and disbursements by funds for the year.
13. The City Administrator shall supervise the activities of all municipal department heads and personnel of the City and the administration of municipal policy with authority to effectively recommend their employment or removal. The City Administrator shall handle all personnel matter for the City in conjunction with the policy established by the City Council.
14. Prepare all reports in a timely manner.
15. Be responsible for factual determination and execution of Council policies.
16. Make purchases and let Contracts, subject to approval of City Council.

17. Oversee long and short term departmental planning.
18. Organize and direct work load.
19. Report to Council and general public.
20. The City Administrator shall attend and participate in all meetings of the City Council. He/She shall be responsible for preparation of the City Council agenda and recommend to the City Council such measures as he/she shall deem necessary for the welfare of the citizens and efficient administration of the City. He/She shall attend his/her discretion or at the direction of the City Council, other committee and commission meetings.
21. The City Administrator shall prepare annual physical budget, capital improvement plan and shall report the budget status and administrative status on a regular basis for the City Council. He/She shall maintain financial guidelines for the municipality within the scope of his/her responsibilities, submit reports to the City Council on the financial condition of the municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
22. The City Administrator shall coordinate municipal programs and activities as they rectify the City Council. He/She shall monitor all consultant and contract work performed for the City. He/She shall coordinate the activities of the City Attorney.
23. The City Administrator shall work in cooperation with the City Council's appointed Attorney and Engineer.
24. The City Administrator shall prepare news releases, develop and discuss public relations with all concerned as required.
25. The City Administrator shall be informed regarding Federal, State and County programs which affect the municipality. He/She shall consult with official of both public and private agencies as may be required.
26. The City Administrator shall inform the City Council in matters dealing with administration of the City and prepare and submit to the City Council for adoption administrative code encompassing the details of administrative procedures.
27. He/She shall perform such other duties as may be prescribed by law or required of him or her by ordinance or resolutions adopted by the City Council.

SECTION 3. The City Administrator must have considerable knowledge of municipal government operation, proper procedures, public relations, finances, purchasing and all administrative requirements for proper municipal operation. He/She must have knowledge of, or ability to acquire full knowledge of all laws affecting the municipality. He/She must provide harmonious relations with the municipal employees and the general public. He/She must have the ability to plan development, to collect material and analyze for reporting and to conduct implement standards of procedure, operation and organization. The City Administrator should possess a Bachelors Degree in Public Administration or Business Administration or their equivalent. The City Administrator shall be appointed for an indefinite period by a majority of the City Council and may be removed from office at will during a six month probationary period by a majority of the City Council.

SECTION 4. In the absence of, or temporary vacancy in the position of the City Administrator, the title of Administrator and/or City Administrator as written in all Ordinances and/or Resolutions adopted by the City Council shall be replaced by the title of City Council. Further, all ordinances referencing the title City Clerk shall not be invalid, but the title shall be replaced by City Administrator.

SECTION 5. This Ordinance shall be affective from and after it passage and publication.

Passed by the City Council of the City of Bird Island this 25th day of February, 2002.

---

Mayor Paul Heyl

Attest:

---

Deb Lingl, City Administrator