

Clerk-Administrator-Treasurer; Duties

- A. The Office of Clerk-Treasurer shall be hereafter known as the Clerk-Administrator- Treasurer. The duties of the Clerk-Administrator-Treasurer shall include those of the Clerk and of the Treasurer. The Clerk-Administrator-Treasurer shall perform all statutory duties of the Clerk and of the Treasurer and 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.
1. The Clerk-Administrator-Treasurer shall keep:
 - a. A minute book, noting therein all proceedings of the Council;
 - b. An ordinance book, in which he or she shall record, at length, all ordinances passed by the Council;
 - c. An account book, in which he or she shall enter all money transactions of the municipality, including the dates and amounts of all receipts and the person from whom the money was received and all orders drawn upon the Treasurer with their payee and object; and
 - d. Ordinances, resolutions and claims considered by the Council need not be given in full in the minutes book if they appear in other permanent records of the Clerk -Treasurer-Administrator and can be accurately identified from the description given in the minutes.
 2. The Clerk-Administrator-Treasurer shall act as the Clerk and Bookkeeper of the municipality, shall be the custodian of its seal and records, shall sign its official papers, shall post public 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.
 3. For certified copies and for filing and entering, when required, papers not relating to municipal business, he or she shall receive the fees allowed by law to city clerks; but the Council may require the Clerk-Administrator- Treasurer to pay the fees to the general fund.
- B. In addition to all of the foregoing, the Clerk-Administrator-Treasurer shall:
1. Direct the administration as provided by Council action, state and federal statutes and coordinate, with the Council, in administering municipal affairs;
 2. Prepare reports and summaries relating to contemplated municipal projects and or improvements and submit them with recommendations as may be required to the Council for study and subsequent action;
 3. Prepare an annual fiscal budget and capital improvements plat for submission to the Council and maintain financial guidelines for the municipality within the scope of the approved budget and capital program;

4. Prepare an annual financial statement and perform other duties as required in M.S.A. §412.141, as it may be amended from time to time;
5. Submit quarterly reports to the Council of the financial condition of the municipal accounts;
6. Manage and invest City funds in accordance with guidelines set by the Council and sound financial practices;
7. Generate, maintain, and safeguard all financial records, including General Ledger, Accounts Payable, Cash Receipts, Payroll, Utility Billing, Budget, and Fixed Assets;
8. Develop, monitor, and control annual City operating budget, and recommend budgets for consideration by Council;
9. Oversee the preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements;
10. Prepare for and oversee preparation of grant and/or loan applications; administer grant and/or loan money that is received; and prepare related reports;
11. Attend and participate in all Council meetings and attend, at his or her discretion or by invitation, other committee and commission meetings;
12. Coordinate municipal programs and activities as authorized by the Council;
13. Oversee the administrative portion of all improvement projects; review plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc.; return bid bonds; and prepare assessment hearing notices and rolls, correspondence, certifications, resolutions, etc.;
14. Review and recommend the approval of land use permits, variance requests, conditional use permits, and other matters similarly related, and then issue licenses and permits following Council approval;
15. Supervise the conduct of local elections in accordance with the prescribed laws and regulations;
16. Supervise the activities of all city department heads and staff in the administration of city policy, including interviewing; training; planning, assigning, and directing work; evaluating the performance of city employees, with authority to reward, discipline, suspend, transfer, adjusting grievances, addressing complaints, and resolving problems, as well as effectively recommend the hiring, promoting, demoting, and discharge of city employees;
17. Work in cooperation with the Council's appointed attorney and engineer;
18. Coordinate and oversee the work of consultants hired by the Council;

19. Prepare news releases, develop and discuss public relations material with all concerned, as required, and maintain good public relations with the general public;
20. Provide public records and information to citizens, civic groups, and other agencies as requested;
21. Respond to questions and complaints from the public;
22. Consult with appointed officials and with other public or private agencies as may be required;
23. Be fully informed regarding federal, state and county programs which affect the municipality; and
24. Perform all duties required of him or her by ordinances or resolutions adopted by the Council.

C. The Clerk-Administrator- Treasurer shall have:

1. Considerable knowledge of municipal government operations, proper procedures, public relations, finances, purchasing and all administrative requirements for proper municipal operation;
2. Knowledge of or ability to acquire full knowledge of all laws affecting the municipality;
3. Ability to provide harmonious relations with municipal employees and general public; and
4. Ability to plan development, to collect material and analyze for reporting and to conduct and implement studies of procedures, operations and organizations.

D. The Clerk-Administrator-Treasurer shall have a Bachelor's Degree (B.A.) in Public Administration, finance, accounting or related field, and three to five years related experience and/or training; or equivalent combination of education and experience.

E. The Clerk-Administrator- Treasurer is appointed by a majority of the Council for an indefinite term, with removal only by a majority of the Council.