

CITY OF NEW MUNICH
ORDINANCE # 88

**AN ORDINANCE COMBINING THE OFFICES OF CITY CLERK AND CITY
TREASURER AND PROVIDING FOR ANNUAL AUDIT**

Whereas, Minn. Stat. § 412.591, subd. 2 allows the City to combine the offices of City Clerk and City Treasurer; and

Whereas, the City Council finds that combining these offices is in the best interest of the City.

THE CITY COUNCIL OF THE CITY OF NEW MUNICH DOES HEREBY ORDAIN:

Section 1. POSITION ESTABLISHED. The offices of City Clerk and City Treasurer are hereby combined in the office of Clerk-Treasurer. The duties set forth by statute, by ordinance or otherwise for the City Clerk and for the City Treasurer shall be performed by the City Clerk-Treasurer as of the effective date of this Ordinance.

Section 2. TERM OF OFFICE. The Clerk-Treasurer shall be appointed by the City Council for an indefinite term and until a successor is sworn in to office. The Clerk-Treasurer shall be chosen solely on the basis of training, experience and administrative qualifications. There shall be an annual written evaluation on the Clerk-Treasurer's job performance. The Clerk-Treasurer shall be required to submit to a 30-day written notice of resignation to the Council. The Council may designate some properly qualified person to perform the duties of Clerk-Treasurer during his absences or disability or while the office is vacant.

Section 3. COMPENSATION. The City Council shall determine the compensation to be paid to the City Clerk-Treasurer.

Section 4. AUDITS. Beginning the year in which this ordinance becomes effective and each year thereafter, there shall be an audit of the City's financial affairs by the State Auditor or Public Accountant in accordance with the auditing procedures prescribed by the State Auditor.

Section 5. SEVERABILITY. If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

The ordinance shall become effective upon publication.

Passed by the Council this 2nd day of May, 2016.

By Jim Poepping
Jim Poepping
Mayor

By Kelly Thielen
Kelly Thielen
City Clerk