

CITY OF MEADVILLE, MISSOURI

BILL NO. _____

ORDINANCE NO. 2022-01

AN ORDINANCE FOR THE APPOINTMENT, DUTIES, AND TERM OF OFFICE OF THE CITY TREASURER

Be it ordained by the Board of Aldermen of the City of Meadville, Missouri as follows:

Section 1. The Ordinances of the City regarding the appointment, duties and term of office of City Treasurer are amended to read:

Section 1. City Treasurer — Appointment — Duties.

The Mayor with the consent of the Board of Alderpersons shall appoint a Treasurer for the City, to be known as the "City Treasurer", whose duties and term of office shall be fixed by ordinance. Among other things, the City Treasurer shall receive and safely keep all moneys, warrants, books, bonds and obligations entrusted to his care, and shall pay over all moneys, bonds or other obligations of the city on warrants or orders, duly drawn, passed or ordered by the board of aldermen, and signed by the mayor and attested by the city clerk, and having the seal of the city affixed thereto, and not otherwise; and shall perform such other duties as may be required of him by ordinance. Before entering upon the duties of his office he shall give bond in such sum as may be required by ordinance.

Section 2. Duties of The City Treasurer — Term.

A. Duties. The City Treasurer shall:

1. Before entering upon the duties of his/her office, shall give bond and security to the City to the satisfaction of the Board of Alderpersons. The bond is conditioned that he/she will faithfully perform all of the duties of the office of City Treasurer according to law. This bond is to be furnished at the City's expense;
2. Receive and safely keep all monies and other obligations entrusted to his/her care;
3. Pay over all monies, bonds or other obligations of the City on warrants or orders duly drawn, passed or ordered by the Board, approved by the Mayor, attested by the City Clerk and having the Seal of the City affixed thereto and not otherwise;
4. Make a detailed report to the Board of Alderpersons at the end of each month comparing the actual receipts and expenses for each account code to the projected budget;
5. Make a detailed report to the Board of Alderpersons at the first (1st) meeting of the Board of Alderpersons in April of each year stating in full the receipts and expenditures of the office of City Treasurer;

6. Prepare the semi-annual financial statement consisting of a full and detailed account and statement of the receipts and expenditures and indebtedness of the City for the half year ending with the last day of the month immediately preceding the day of such report and publish the account and statement in a newspaper circulated within the City of Meadville;

7. Provide assistance to the Mayor and/or the City Clerk, as requested, in the preparation of financial and budget documents;

8. Perform such other duties as required by State law, City ordinance and the Board.

B. Term. The City Treasurer shall serve at the will and pleasure of the Mayor and Board of Alderpersons, subject to removal as provided in Section 79.240 RSMo.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 4. This ordinance shall be in full force and effect from and after the date of its passage and approval.

This bill was read in full in the open meeting two times prior to its final passage.

Approved this 11th day of April 2022.

Ruthie Munsterman, Mayor
Ruthie Munsterman, Mayor

Attest: Billie Jo Meneely
, City Clerk

