

CITY OF MEADVILLE, MISSOURI

ORDINANCE NO. 2022-02

BILL NO. _____

AN ORDINANCE FOR THE ELECTION, DUTIES, AND TERM OF OFFICE OF THE CITY CLERK

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 election, duties and term of office of City Clerk are amended to read:

Section 1. City Clerk — Election — Duties.

The Board of Alderpersons shall elect a Clerk for such Board, to be known as "the City Clerk", whose duties and term of office shall be fixed by ordinance. Among other things, the City Clerk shall keep a journal of the proceedings of the Board of Alderpersons. He/she shall safely and properly keep all the records and papers belonging to the City which may be entrusted to his/her care; he/she shall be the general accountant of the City; he/she is hereby empowered to administer official oaths and oaths to persons certifying to demands or claims against the City.

Section 115.100 Duties of The City Clerk — Term.

A. Duties. The City Clerk shall:

1. Prepare accurate, timely reports of his/her activities as requested by the Mayor or the Board;
2. Collect taxes and other monies due to the City of Meadville and properly record receipts and disbursements;
3. Make timely and accurate payments and ensure daily deposit of all monies into appropriate accounts;
4. Keep all records and papers belonging to the City which may be entrusted to his/her care;
5. Keep all ordinances and code books current;
6. Attend all regular and special meetings of the Board of Alderpersons unless otherwise directed by the Mayor or Board of Alderpersons;
7. Keep a journal of the proceedings of the Board of Alderpersons (the minutes);
8. Administer official oaths and administer oaths to persons certifying to demands or claims against the City;
9. Back up City computers periodically as directed by the Mayor and Board of Alderpersons.
10. Serve as liaison and provide administrative support to assigned City boards or commissions;
11. As the City's custodian of records, respond to requests for information and copies of documents pursuant to the Missouri Open Meetings Law and maintain such personnel records as directed by the Mayor, including hiring, termination, pay increases, promotions and disciplinary actions of City personnel;
12. Maintains and monitors the health insurance program, absentees and vacation records for all employees;
13. Keep indexes of the ordinances and work with codification, as required, to devise forms as needed to carry out ordinance provisions;
14. Perform duties as delegated by the election authority on all City elections;
15. Ensure the operation of office equipment; maintain office supply inventory;

16. Provide administrative support as delegated by the Mayor;
17. Perform such other duties as required by State law, City ordinance and the Board of Alderpersons.
18. After the Board has fixed the rate of taxation each year, make out the City's tax book in accordance with Section 94.290, RSMo., and charge the City Collector or other City designated agency with the full amount of taxes levied and to be collected and the full amount of all licenses and other fees to be collected;

B. Term. The City Clerk shall serve at the will and pleasure of the Board of Alderpersons.

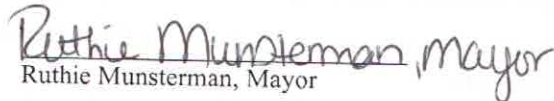
Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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.

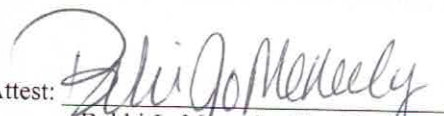
Section 4. This ordinance shall be in full force and effect from and after the date of its passage and approval.

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

Attest:


Bobbi Jo Meneely, City Clerk

