



# MAYOR & COUNCIL COMMUNICATION

**DATE:** July 7, 2015  
**REGULAR**  
**ITEM #** 17

**AGENDA ITEM:** Appointment of an Interim City Clerk  
**SUBMITTED BY:** Beckie Gumatz, Deputy Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Adam Bell, City Clerk/Assistant City Administrator

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Staff

**SUMMARY AND ACTION REQUESTED:**

Plan A cities are required to appoint a city clerk. As both the city clerk and deputy clerk have resigned their positions, staff recommends that an interim clerk be appointed until a replacement is appointed. The city is currently interviewing potential candidates for the clerk position, but it is not expected to be filled until mid-July.

The recommended motion for this action is as follows:

*“Move to appoint \_\_\_\_\_ as Interim City Clerk, effective July 8, 2015, until a full-time City Clerk is appointed.”*

**LEGISLATIVE HISTORY:**

The city clerk has numerous responsibilities. Some duties are found in general areas of law, such as state election laws. Others are scattered throughout the statutes, setting forth a specific process or procedure the clerk must follow.

Plan A city clerks have several specific duties. By statute, the clerk is required to:

- Provide notice of each regular and special meeting
- Record the proceedings of each regular and special meeting
- Notify officials of their election or appointment to office
- Certify to county auditor all appointments and results of city elections
- Keep a minute book containing all of the city council proceedings
- Keep an ordinance book recording all of the ordinances passed by the council
- Act as custodian of city's seal and records
- Sign all official city papers
- Post and publish notices, ordinances and resolutions as may be required
- Perform such other duties as may be imposed by the council.

**RECOMMENDATION:**

It is recommended that council appoint someone to fill the City Clerk vacancy until a replacement is hired:

*“Move to appoint \_\_\_\_\_ as Interim City Clerk, effective July 8, 2015,  
until a full-time City Clerk is appointed.”*