

**CHISAGO CITY  
AMENDMENT ORDINANCE NO. 12**

AN ORDINANCE AMENDING THE EXISTING CHISAGO CITY ORDINANCE PROVIDING FOR  
THE ESTABLISHMENT OF THE CLERK ADMINISTRATOR POSITION.

The Municipal Code, Section 12.02, of Chisago City is hereby repealed and replaced with the following language:

**12.02 CITY ADMINISTRATOR**

Subd. 1 The duties of the City Administrator shall be as follows:

- (A) Direct the administration of City affairs as provided by City Council action, state, and federal laws. Coordinate with the City Council in the administration of City affairs.
- (B) Perform all functions of Clerk imposed by Minnesota Statutes and/or City Ordinance.
- (C) Coordinate and enforce all ordinances, regulations, and law enforcement policies of the City Council and all laws of the State of Minnesota applicable within the City.
- (D) Prepare an annual fiscal budget and capital improvement plan for submission to the City Council. Maintain financial guidelines for the City within the scope of the approved budget and capital program.
- (E) Attend and participate in all City Council meetings and prepare the City Council agendas. Attend, with discretion, or by invitation, other committee and commission meetings.
- (F) Coordinate City programs and activities as authorized by the City Council.
- (G) Supervise the conduct of City elections in accordance with the prescribed laws and regulations.
- (H) Supervise the activities of City personnel in the administration of City policy. Assist the Personnel Committee in annual evaluation and review of work performance of City personnel. Assist the Personnel Committee in screening and interviewing prospective City personnel as permitted by law. The City Administrator shall have authority to effectively recommend their employment, suspension, and removal to the Personnel Committee and the City Council.
- (I) Work in cooperation with the City Council's appointed attorney and engineer.
- (J) Prepare or oversee preparation of the City newsletter.
- (K) Maintain good relations with the general public. Consult with appointed officials and with other public or private agencies as may be required.
- (L) Keep informed regarding federal, state and county programs which may affect the City.

- (M) Perform all duties as may be prescribed by law, ordinance, or resolutions adopted by the City Council.
- (N) Notify City officials of their elections or appointments to office, certify to the County Auditor all appointments and results of all Municipal elections, coordinate and enforce all ordinances, regulations, and law enforcement policies of the City Council and, where applicable, all County and State laws within the City.
- (O) Perform the duties of Zoning Administrator.

Subd. 2 The qualifications of the City Administrator shall be as follows:

- (A) Considerable knowledge of municipal government operation, proper procedures, public relations, finances, purchasing, and all administrative requirements for proper City operation.
- (B) Knowledge of or ability to acquire full knowledge of all laws affecting the City.
- (C) Ability to provide harmonious relations with City employees and the general public.
- (D) Possess degree in public administration or equivalent experience, knowledge, and/or abilities, which in the opinion of the City Council qualifies the person for the position.
- (E) Ability to coordinate development, to collect and analyze material for reporting, to conduct and implement studies, procedures, operations, and organization.

Subd. 3 The City Administrator shall be bonded, at City expense. This shall be position bond, which will indemnify the municipality.

Subd. 4 In the absence of, or temporary vacancy in the position of City Administrator the title of City Administrator as written in all ordinances and/or resolutions adapted by the City Council, shall be replaced by the title of City Council or their designee.

Subd. 5 The City Administrator shall be appointed by the City Council with a majority vote for an indefinite term and may be removed only by a majority vote of the City Council.

Amendment was duly adopted by the City Council on the 17th day of December 1991.