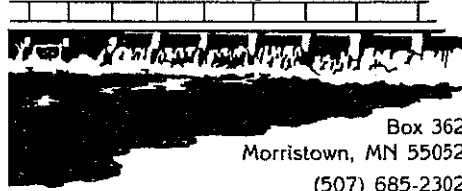


City of Morristown

IN SOUTHERN MINNESOTA LAKES REGION

Best Little Town By A "Dam Site"



Box 362
Morristown, MN 55052

(507) 685-2302

ORDINANCE 2018 – 3

AN ORDINANCE ESTABLISHING SECTION 30.15 OF THE MORRISTOWN CITY CODE ESTABLISHING THE POSITION OF CITY ADMINISTRATOR

THE CITY COUNCIL OF THE CITY OF MORRISTOWN DOES ORDAIN:

1. Section 30.15 of the Morristown City Code is hereby established consistent with the following:

“Section 30.15 CITY ADMINISTRATOR

A. *General.* The position of City Administrator in the City of Morristown is hereby established. The City reserves the right to hire and employ a City Administrator on a part-time or full-time basis, in its sole discretion. Nothing herein obligates the City to hire and employ a City Administrator.

B. *Responsibilities.* The City Administrator shall have the following responsibilities:

Financial Responsibilities:

1. Evaluate potential projects, programs and services to determine feasibility and community impact and make recommendations to the Council.
2. Prepare an annual fiscal budget for submission to the Council. Maintain financial guidelines for the City within the scope of the approved budget program.
3. Keep the Council informed of the financial condition of the City and recommend action as necessary.
4. Manage and invest City funds in accordance with Council direction and sound financial practices.
5. Manage and report to the City council regarding the City’s bonds.

6. Perform annual utility rate studies and fee designations with recommendations to the council.
7. Engage department directors in budget planning.

Managerial Responsibilities:

1. Develop and implement administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.
2. Oversee City project implementation to ensure efficient and effective utilization of resources and timely completion of projects.
3. Research and implement best practices to effectively manage the City.
4. Plan, organize, and administer City programs and services as directed by the City Council.
5. Supervise City employees, conduct job reviews, supervise training of employees, plan, assign and direct work, address complaints and resolve problems, and recommend hiring, promotion, suspension, demotion and discharge of employees, as well as maintaining and updating the Personnel Handbook annually.
6. Develop long and short range goals that compliments the current version of the City's comprehensive plan, capital improvement and financial plans, and oversee their implementation.
7. Oversee the City's annual audit.
8. Direct, prepare and analyze quotes and bids for products and services and recommend selection of firms or individuals to the Council.
9. Direct, prepare and oversee preparation of grant and loan applications.
10. Assist the Clerk in maintaining municipal records and documents.
11. Direct the administration of municipal affairs as provided by Council action, state and federal statutes. Coordinate with the Council in administering municipal affairs.
12. Prepare reports and summaries relating to contemplated municipal projects and/or improvements and submit them with recommendations as may be required to the Council for study and subsequent action.

13. Apprise the Council of county, state, and federal programs that affect the City.
14. Perform the essential duties of the clerk in his/her temporary absence.
15. Perform duties as assigned or apparent.

Public Relations Responsibilities:

1. Prepare news releases, develop and discuss public relations with all concerned as required.
2. Communicate with the public, other governmental agencies, officials, and school districts on behalf of the City.
3. Working with the City's EDA, area organizations and advisors to recruit and retain businesses into the City.
4. Converse with appointed officials and with other public or private agencies as may be required.

Coordination of Boards and Consultants Responsibilities:

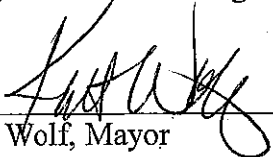
1. Coordinate and oversee the work of consultants hired by the City.
2. Coordinate activities of City commissions, committees and boards, and provide administrative support and guidance as needed.
3. Attend and participate in all City Council meetings, relevant board meetings and other official meetings as needed.
4. Oversee preparation of the City Council agenda and the implementation of Council decisions.
5. Coordinate municipal programs and activities as authorized by the Council.
6. Coordinate the activities of all department heads and the administrative staff in the administration of City policy.

City Code Enforcement Responsibilities:

1. Oversee the implementation of code enforcement and zoning administration.

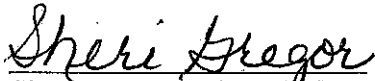
(C) *Appointment.* The City Administrator is hired by a majority of the Council for an indefinite time, and may be removed only by a majority of the Council.”

Passed and adopted this 2nd day of April, 2018, with the following vote: Yes: 5 No: 0 Abstain: —



Kurt Wolf, Mayor

ATTEST:



Sheri Gregor, City Clerk