

AN ORDINANCE ESTABLISHING THE DUTIES OF THE CITY CLERK AND CREATING THE OFFICE OF CITY ADMINISTRATOR AND DESIGNATING THE BUSINESS OFFICE HOURS OF CITY HALL AND STATING WHEN THIS ORDINANCE SHALL TAKE EFFECT"

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ST. MARY, MISSOURI, AS FOLLOWS:

SECTION 1. BONDING: The City Clerk or Deputy Clerk shall be bonded by the City of St. Mary in the amount so designated by the Board of Alderman.

SECTION 2. DUTIES OF THE CITY UTILITY CLERK/DEPUTY UTILITY CLERK:

The City CLERK or Deputy Clerk shall receive the tax books as made out by the Ste. Genevieve County Assessor's Office each year and shall proceed to collect all taxes due thereon as prescribed by the laws of the State of Missouri, and the ordinances of the City of St. Mary. The City Collector shall collect all other taxes, city stickers, dog tags, licenses fees, fire tags, gross receipt taxes, building permits and penalties as well as any other moneys as directed by the Board of Aldermen' and provide above at regular meetings. It shall be the duty of the City Clerk or Utility Clerk to prepare all notices for fire tags, licenses, building permits as well as any other notices so directed by the Board of Aldermen. The City Collector shall of the Board of Aldermen, be required to prepare all municipal water and sewer bills and keep such records as may from time to time be designated by the Board of Aldermen, and to collect all such water and sewer bills as so directed by the Board of Aldermen'

SECTION 3. DELINQUENT TAXES: If any taxpayer shall fail, neglect or refuse to pay the Clerk taxes by the thirty-first (31st) day of December of the year in which such taxes are assessed, such taxpayers shall be charged, and it shall be the duty of the Collector to collect and account for the same as other taxes. The penalty shall be eighteen percent (18%) of each year's delinquency. Upon the first (1st) day of January of each year all unpaid taxes all become delinquent, and the taxes upon real property are hereby made a lien thereon. **The enforcement of all taxes authorized by this article shall be made in the same manner and under the same rules and regulations as are or may be proved by law for the collection and enforcement of the payment of State and County taxes, including the seizure and sale of goods and chattels after said taxes shall become delinquent. With no waiving fees or penalties as provided in law.**

SECTION 4. CITY ADMINISTRATOR/DEPUTY CLERK TO REPORT MONTHLY TO BOARD:

The City Clerk or City Administrator shall report to the Board of Aldermen at the regular meetings in each month, all moneys collected by said Clerk/Deputy Clerk. The City Clerk shall deposit the same into the Depository selected by the Board of Aldermen and All Delinquent accounts provided and payment arrangements set up must be provided along with the delinquent accounts per the boards discretion of following the ordinance of discontinuance of service as agreed upon by the Board of Alderman.

The City Clerk shall turn over to his/her successor in office all uncollected delinquent lists, passwords, intellectual property, power of signatory and any city property and flash drives if leaving office. Said monthly report shall include a breakdown of all collected moneys and also provided a list of unpaid water and sewer accounts'

SECTION 5. CLERK TO REPORT DELINQUENT TAXES:

It shall be the duty of the City Clerk/Deputy Clerk to report annually on the first (1st) meeting of the Board of Aldermen in April in each year? or as soon thereafter as may be practicable, a list of all uncollected taxes real and. personal. After an examination of such, the Board of Aldermen shall approve the same and cause a record to be entered in the minutes of the meeting.

The Board of Aldermen shall return such list to the Collector who shall proceed to collect the same, In the same manner and under the same regulations as are or may be provided by law for the collection of delinquent lists of real and personal taxes for State and County purposes.

SECTION 6. CLERK/DEPUTY CLERK TO REPORT MONTHLY TO

TREASURER/ADMINISTRATOR: It shall be the duty of the City Clerk to pay into the treasury, on a regular basis, all money received by him/her from all sources belonging to the City which may come into his/her hands. The City Clerk shall turn over all deposit receipts to the City Treasurer shortly after the first day of each month of money collected and deposited for the month end. A copy of the report provided to the Board of Aldermen shall also be given to the Treasurer.

SECTION 7. TAXES: The Board of Aldermen shall from time to time provide by ordinance for the levy and collection of all taxes, licenses, water/sewer rates. and other fees and penalties as are now or may hereafter be authorized by law or ordinance.

SECTION 8. APPOINTMENT TERM OF OFFICE OF CITY ADMINISTRATOR/ DEPUTY CLERK:

Commencing with the term of office which begins immediately after each municipal election in each April of each year after appointment by the Mayor to assigning the office of City Administrator the City Clerk/Deputy Clerk of the City of St. Mary shall be in the City Hall in St. Mary, or at such place in said City of St. Mary as may be designated by the Board of Aldermen and Mayor.

The person holding such an office shall devote as much time as necessary in the active performance of his/her duties and should communicate with the board and follow all assignments and tasks in a timely fashion of expectations and will report to their supervisor the Mayor and Board President and Board of alderman and does not delegate personnel and their supervision. And perform duties per state statute of 4th Class City Clerks Failure to adhere or be able to devote, complete, and or continuing issues and breaking such policy will be brought up to the board for corrective action from demotion up to removal from office employment **at will** depending on the severity and majority of the board's recommendations.

SECTION 9. CITY HALL HOURS OF OPERATION CITY HALL- City ADMINISTRATOR/DEPUTY CLERK:

The office of the City Clerk/ Deputy Clerk shall be open and available to the public for transaction of business and said hours shall be on the approval of the Board of Aldermen for the best interests and citizens and to follow the approved ballot issue that passed.

To amend the Following hours will Be set by the Board of Alderman and what is best for the citizens of the City. Lunch break being unpaid unless authorized for city business and approved by the Mayor or Board of Alderman Approval.

SECTION 10. CITY ADMINISTRATOR AUTHORIZED TO DELEGATE:

The City Administrator shall have the authority to delegate any or all ministerial duties of his /her office to one (1) deputy Clerk, as may be provided from time to time by appropriate action of the Board of Aldermen, and who has or have been properly appointed to such position. However, the appointed City Administrator shall always continue to be primarily responsible for the correct performance of all duties and responsibilities of said office and shall supervise the performance of all duties delegated to any such City Clerk to make City Hall Oversight and management and control of administration personnel as well as deposits and segregation of duties to be compliant and transparent and to advise the Mayor and Board of Alderman of any concerns.

ARTICLE II-City Clerk/Deputy Clerk

SECTION A. OFFICE OF CITY ADMINISTRATOR –CREATED:

The Board of Aldermen have the authority and approval by the Mayor to create the appointive office of City Administrator for the City of St. Mary, if at any time the Board of Aldermen feel it is in the best interest of the City of St. Mary they can create such position of City Administrator. The Administrator shall possess all the qualifications of the City Clerk and may, in the name of his/her principal' perform all of the duties of the City Clerk and other tasks and assignments that may be delegated to him/her. The office of the City Clerk and Administrator shall be assigned hours to their positions and may be held by a person qualified and approved by and for the best interests of the City. Both offices will Communicate with the Mayor and Board of Alderman and call for approval of any waivers of fees or payment arrangements as per ordinance and provide a weekly report of all deposits and completed tasks. The Deputy City Clerk and Administrator shall be bonded by the Board of Aldermen. Salary for City Clerk/City Administrator and benefits will be delegated by the Mayor and Board of Alderman Per Ordinances.

SECTION B. THE CITY CLERK, CITY ADMINISTRATOR, AND OTHER APPOINTED POSITIONS ARE AT WILL AND CONDUCT AND POLICY:

The Mayor after evaluation and a consensus after performance evaluations of the majority of the members of the Board of Aldermen hereby give the Mayor authority at each Election Year or in emergency or vacant offices to appoint/ Reappoint and or replace as in section A for grounds of inadequate performance and or demote as these positions are At will in the state of Missouri and must be appointed every year or released immediately for any conduct and anything that may affect City Operations or Code of Conduct per Policy.

All ordinances or parts of ordinances in conflict are hereby repealed AND REQUIRE THIS DOCUMENT TO BE RECORDED INTO CITY RECORDS TO BECOME LAW'

Passed and approved this the 26th day of February, 2025

MAYOR – ADAM BEQUETTE

ATTEST:

CITY MANAGER – APRIL GRINDSTAFF

<u>ALDERMAN</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Brian Helms				
Zenon Duda				
Kathy Bergmann				

I, April Grindstaff, Clerk of the City of St. Mary, Missouri, do hereby certify that the foregoing ordinance was duly passed and adopted by the Board of Aldermen of the City of St. Mary, Missouri at a meeting so convened on this the 26th day of February, 2025

CITY MANAGER – APRIL GRINDSTAFF