

**AN ORDINANCE CREATING THE POSITION OF CITY
ADMINISTRATOR/CITY CLERK AND APPOINTING
KATHY RUNGE TO THAT POSITION**

WHEREAS, at a general election held on November 8, 2016 (the “Election”), the voters of Twin Oaks voted in favor of the Village of Twin Oaks becoming a city of the fourth class; and

WHEREAS, the Missouri Revised Statutes provide in Sections 77.042-77.048 that the Board of Aldermen may employ a city administrator who shall be the chief administrative assistant to the Mayor and who, subject to the direction and supervision of the Mayor, shall have general superintending control over the administration and management of the government business, officers and employees of Twin Oaks; and

WHEREAS, the Board of Aldermen believes that the administration of the City’s business will be assisted by appointing a City Administrator with specific authority to conduct Twin Oaks’ day-to-day functions; and

WHEREAS, the Board of Aldermen believes that assigning the current Village Administrator/Clerk to the newly created office of City Administrator/Clerk position is in the best interest of the citizens in terms of efficiency and experience in performing and supervising Twin Oaks’ daily administration;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. The Board of Aldermen does hereby create the office of City Administrator. To that end, Article II “Village Administrator/Clerk”, Section 110.130 “Office Established” is hereby repealed and in its place a new Section 110.130 is adopted to read as follows:

Section 110.130 City Administrator/City Clerk

The office of City Administrator/City Clerk (“City Administrator/Clerk”) is hereby established and shall be subject to the following requirements:

A. *Appointment:* The City Administrator/Clerk shall be employed by the Board of Aldermen, with the approval of the Mayor, and the appointment may be for an indefinite term of office. The City Administrator shall serve at the pleasure of the Board of Aldermen.

B. *Qualifications:* The City Administrator/Clerk shall be at least twenty-one (21) years of age and shall devote his or her full time to the performance of the duties of the Office. Before entering upon the duties of the Office, the City Administrator/Clerk shall take an oath or affirmation before some person authorized to administer oath, that he or she possesses all the qualifications prescribed by law for the Office, that he or she will support the Constitution of the United States and of the State, that he or she will uphold the provisions of all laws of the State and the Ordinances of the City, and that he or she will faithfully demean himself or herself while in office.

C. *Duties:*

1. *City Administrator.* The City Administrator/Clerk shall be a full-time position and shall be performed during the hours set by the Mayor with the consent of the Board of Aldermen. The City Administrator position shall be the chief administrative assistant to the Mayor and, subject to the direction and supervision of the Mayor, shall have general superintending control over the administration and management of the government business, officers and employees of the City. The City Administrator shall be responsible for the tasks set forth in the job description developed by the Board of Aldermen (attached and incorporated by reference) and such other duties as may be required by the Board of Aldermen from time to time. The City Administrator shall be accountable to the Mayor and Board of Aldermen for all actions taken.

2. *City Clerk.* The City Administrator/Clerk also serve as City Clerk and shall have and perform all of the powers, rights and duties assigned by law to the office of City Clerk. The City Clerk position shall: have charge and custody of the seal, ordinances and other records, papers and documents entrusted to his or her care and keeping by the Board of Aldermen; attend to such correspondence as may be required and shall keep the journal of the proceedings of the Board of Aldermen, entering therein the "yeas" and "nays" of the members of each bill presented for passage as an ordinance; attest each ordinance passed by subscribing his or her name on the face thereof; safely and properly keep all the records and papers belonging to the City which may be entrusted to his or her care; be the general accountant of the City; be empowered to administer official oaths and oaths to persons certifying to demands or claims against the City, and perform such other duties as may be prescribed by law or ordinance or as directed by the Board of Aldermen. Nothing herein shall preclude the appointment of such Deputy City Clerk as may be approved.

D. *Compensation:* The City Administrator/Clerk shall receive such compensation as set by ordinance by the Board of Aldermen.

E. *Removal:* The Mayor may, with the consent of a majority of all the members elected to the Board of Aldermen, remove the City Administrator/Clerk from office at will, and the City Administrator/Clerk may be so removed by a two-thirds vote of all the members elected to the Board of Aldermen, independently of the Mayor's approval or recommendation.

Section 2. Except as provided herein and in state law, the Mayor and Board of Aldermen shall retain all the powers given to each by the laws applying to the City before adoption of this Ordinance, and all laws governing the City prior to adoption of this Ordinance and not inconsistent with the applicable provisions of state law shall apply to and govern the City after it adopts this Ordinance. All ordinances and resolutions lawfully passed and in force at the time of adoption of this Ordinance shall remain in force until repealed or altered by the Board of Aldermen.

Section 3. The Board of Aldermen, with the consent of the Mayor, hereby appoints Kathy Runge to the position of City Administrator/City Clerk (“City Administrator/Clerk”) with her compensation to continue at her current pay as Village Administrator/Clerk.

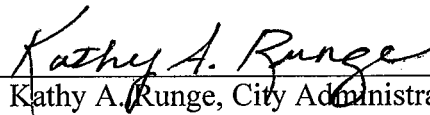
Section 4. This Ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, THIS 7th DAY OF DECEMBER, 2016.



Russ Fortune, Mayor

Attest:



Kathy A. Runge, City Administrator/Clerk