

CITY COUNCIL MEETING MINUTES

April 24, 2008 Webster City, Iowa

The City Council met in special session at the City Hall, Webster City, Iowa, at 5:30 p.m. April 24, 2008 upon call of the Mayor and the advance agenda. The meeting was called to order by Mayor Eugene C. Gray, and roll being called there were present Eugene C. Gray, Mayor in the chair, and the following named Council Members: Janet Adams, Melissa Borer, Mark Gillette and Jerry Kloberdanz.

It was moved by Gillette and seconded by Kloberdanz to approve the agenda.

ROLL CALL: Borer, Gillette, Gray, Kloberdanz and Adams voting aye.

It was moved by Gillette and seconded by Borer to approve the hiring of a City Clerk as a full time position, with duties to be as delineated on the City Clerk Duties 4-24-08 Sheet as agreed upon by Council.

ROLL CALL: Gillette, Gray and Borer voting aye.
Kloberdanz and Adams voting nay.

It was moved by Borer that the City Clerk receive the applications for the City Clerk's position to be submitted to the City Council.

Borer withdrew her motion.

It was moved by Adams and seconded by Kloberdanz that the Council adjourn.

ROLL CALL: Gray, Kloberdanz, Adams, Borer and Gillette voting aye.

The Council stood adjourned at 6:40 p.m.

4-24-08 City Council Meeting

CITY CLERK DUTIES

- Oversees preparation of agenda for council meetings.
- Attends Council Meetings & takes minutes.
- Prepares resolutions, ordinances, etc. for council meetings.
- Directs publication of all notices, ordinances etc. that are required to be published by law.
- Sign & distribute all documents appropriately after council meetings, record when necessary.
- Enters all documents into the File Management System and file.
- Provide information & research on City issues as requested.
- Issue City licenses, oversee beer/liquor license applications. Licenses include Cigarette, electrician, plumber, tree surgeon, transient merchant, garbage, parades etc.
- Daily banking.
- Misc. receipts such as road use, local option taxes, interest checks etc.
- Debt and TIF records & payments.
- Distribution of property tax monies.
- Monthly investing, including Summary of Investments & Investments by Period Reports.
- Cemetery receipts, record information, issue deeds.
- Update City code book and code for city web site.
- Quarterly Use Tax report.
- Sales tax exempt certificates for contractors.
- File claims for motor vehicle tax refunds.
- Secretary for Zoning Board of Adjustment.

- Unclaimed Property Report.
- Coordinates City elections with the County Auditor's Office.
- Certify Budget & Budget Amendments to County Auditor.
- Works with Mayor on appointments for all boards/commissions. Sends out appointment letters, oaths of office and thank you letters when terms end.
- Accepts legal papers served on the City and distributes to appropriate people.
- Sign accounts payable and payroll checks.
- 2010 Census
- ~~Farmers Market~~] other duties as assigned.
- ~~Music at the Plaza~~]
- Approve purchases over \$500 prior to payment according to Purchasing Policy.
- Special Assessment receipts and records of payment.
- Sales Tax Exemption Forms
- Review all financial reports for accuracy and place on file.