

ORDINANCE NUMBER 106

· POWERS AND DUTIES OF THE CLERK

AN ORDINANCE DEFINING THE POWERS AND DUTIES OF THE CLERK.

Be it ordained by the Council of the Town of Buffalo, Iowa:

Section 1. The Clerk shall attend all meetings of the Council, but in no event have a right to vote on any question before it. He shall make an accurate record of all proceedings of the Council and of all rules and ordinances adopted by the Council, and such record shall at all times be open to the public.

Section 2. He shall have the custody of the vault, and have the custody of, and safely keep, all records, documents, ordinances, resolutions and orders of the Council, and all other reports and papers delivered to him for safe keeping by any officer or employee.

Section 3. He shall keep a thorough system of accounts with each officer or person having transactions with the municipality, and each fund appropriated, and shall report a trial balance with each quarterly report, when he shall check up the outstanding warrants and compare balances with the Treasurer.

Section 4. He shall draw and sign all warrants on the Treasurer, but shall not draw any warrant except upon vote of the Council. All warrants shall be drawn payable to order.

Section 5. He shall keep a warrant book, bound with a marginal back, on which margin he shall keep a record of the number, date, amount, payee's name, upon which fund drawn, and for what claim all warrants are issued and before delivering any warrant he shall require the payee to receipt on the margin of the warrant book for the same. Every warrant issued by the Clerk shall state on which fund drawn and for what claim allowed.

Section 6. He shall keep a warrant record book containing a record of all warrants issued by him, arranged with ruled columns, which shall show the following particulars of every warrant: Date, number, amount, to whom payable and on what fund drawn.

Section 7. He shall supply the Treasurer with a statement of all warrants issued after such meeting, giving the number and amount of each.

Section 8. Whenever an ordinance is passed by the Council and signed by the Mayor, the Clerk shall record the same in the ordinance book, a book kept for the purpose and shall, together with the Mayor, authenticate the same.

Section 9. Immediately following the record of every ordinance, the Clerk shall append a certificate, stating therein the time and manner of publication of the ordinance.

(Continued)

Section 10. For Town elections he shall prepare the ballots and perform all the duties prescribed by law for County Auditors for general elections.

Section 11. He shall, upon request and without charge, furnish to any officer a copy of any record, paper, or public document made or filed in his office, when the same may be necessary to such officer in the discharge of his duty, and he shall furnish a like copy to any citizen when required upon payment or tender thereof by such person of Ten (10¢) Cents per hundred words of the record, paper or document to be transcribed.

Section 12. He shall make quarterly reports to the Council, or oftener, if required by it, of the amount of money appropriated during the quarter or any part thereof and the total amount of warrants issued, specifying upon what fund drawn.

Section 13. He shall, on the first regular meeting in January of each year, balance all accounts with the Treasurer and the same day shall report to the Council the true condition of each separate fund belonging to the treasury and what payments have been made from each fund, the amounts, if any, borrowed in anticipation of taxes to be collected for each fund and from whom obtained, and a statement of the total indebtedness for all purposes.

Section 14. He shall preserve a scrap-book, kept for that purpose, printed copies of all ordinances and resolutions, and proceedings to build sidewalks or make other improvements, and all other notices or proclamations required or ordered to be printed and published.

Section 15. He shall issue all permits for electrical construction and collect all fees for such permits.

Section 16. He shall have such other powers and perform such other duties as may be provided by the Council, the ordinances, or the laws of the State, and shall transmit to his successor in office all books, papers, records, documents and property, together with invoice of the same, in his custody or appertaining to his office.

Section 17. This ordinance shall be in force and effect from and after its passage and publication as provided by law.

Passed by the Council of the Town of Buffalo, Iowa this 6th day of April, 1953.

Approved by the Mayor of the Town of Buffalo, Iowa this 6th day of April, 1953.

Levin M. Adams, Mayor

Attest: Lelia M. Pagel, Clerk