

CITY OF MARCELINE, MISSOURI

Bill No: 24-02-003

Ordinance No: 24-02.03

AN ORDINANCE CREATING THE POSITION OF CITY CLERK/ASSISTANT CITY MANAGER AND APPOINTING LINDSAY KRUMPELMAN TO THE POSITION

WHEREAS, the City Council believes that the administration of the City of Marceline's business will be assisted by creating a position to expand the City Clerk position to include more executive and administrative roles with more authority to conduct the City's day-to-day functions in the absence of a City Manager; and

WHEREAS, the City Council has determined that because the current City Clerk job duties are generally more aligned with the duties of a city manager, creating the office of City Clerk/ Assistant City Manager position for the City of Marceline is in the best interest of the citizens in terms of efficiency and experience in performing and supervising the City's daily administration.

BE IT ORDAINED by the Council of the City of Marceline, Missouri as follows:

Section 1. The City Council creates the office of City Clerk/Assistant City Manager. City Code Section 100.090.A. for the definition of City Officer is amended to read:

CITY OFFICER

Members of the City Council, the City Manager, the City Clerk/Assistant City Manager, the City Treasurer, the Chief of Police, and the City Attorney.

Section 2. The following provisions apply to the office:

A. Appointment: The City Clerk/Assistant City Manager shall be appointed by the Mayor with the advice and consent of the City Council. The City Clerk/Assistant City Manager shall serve at the pleasure of the City Council. Anytime in this Municipal Code the term "City Clerk" is used it shall mean the "City Clerk/Assistant City Manager."

B. The City Clerk/Assistant City Manager shall be a full-time position and shall be performed during the hours set by the City Council. The City Clerk/Assistant City Manager position shall be the administrative assistant to the City Manager, and, in the absence of a City Manager, act as the City Manager and have general control over the administration and management of the City's business, officers and employees of the City. When the City Manager position is filled the City Clerk/Assistant City Manager will aid and assist the City Manager in his or her duties and will undertake such other duties as are assigned by the City Council.

C. The City Clerk/Assistant City Manager also shall have and perform all of the powers, rights and duties assigned by law to the office of City Clerk, including, but not limited to, having charge and custody of the seal, ordinances and other records, papers and documents entrusted to his or her care and keeping by the City Council; attending to such correspondence as may be required and shall keep the journal of the proceedings of the City Council, attesting each ordinance passed by subscribing his or her name on the face thereof; safely and properly keeping all the records and papers belonging to the City which may be entrusted to his or her care; being the general accountant of the City; being empowered to administer official oaths and oaths to persons

certifying to demands or claims against the City, and performing all such other duties as may be prescribed by law or ordinance or as directed by the City Council.

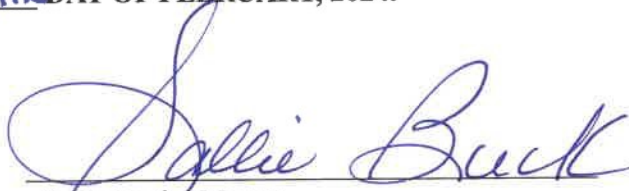
D. Compensation: The City Clerk/Assistant City Manager shall receive such compensation as set by the City Council and which may be adjusted by performance evaluations, cost of living (COLA) allowances, or through the budgeting process.

E. Term; Removal: The office of City Clerk/Assistant City Manager shall have an indefinite term and continued service shall be at the pleasure of the City Council.

Section 3. Lindsay Krumpelman is appointed to the position of City Clerk/Assistant City Manager with the compensation set at \$70,000 per year plus an additional \$2000 per month from February 26, 2024 as the Interim City Manager until 30 days after the appointment of a new City Manager for the City.

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

PASSED AND APPROVED THIS 14th DAY OF FEBRUARY, 2024.



Sallie Buck - Mayor

ATTEST:



Lindsay Krumpelman, City Clerk