

City of Orr

on Beautiful Pelican Lake

ORR, MINNESOTA 55771

Ordinance 91-1

TELEPHONE (218) 757-3288

Establishing The Position of City Administrator

The City Council of the City of Orr, Minnesota does hereby ordain.

To establish a city job position here after called "City Administrator". Whose duties are as follows;

Reports directly to Mayor and City Council who are the City Administrators direct superior.

Supervision of city departments, sewer, water, zoning, clerk, liquor store, engineers and city attorney. Meeting with those department heads regularly to discuss items which may have to be considered by the council, or require administrative action on the direction of the council.

Preperation of and submittal of proposed city budget to city council.

Participation and attendance at city council meetings. The city administrator may make recommendations or participate in discussion on items appearing before the council but does not have a vote on proceedings.

See that all laws and ordinances are enforced of the city.

Represent the city at all official functions and act as contact person for officials of other government agencies.

Research and make recommendations on necessary actions that will assist in the improvement of the health and welfare of the community and the cities administrative organization.

The city administrator should be in constant contact with the Mayor and City Council. The City Council will provide policy direction for the administrator.

Make reports as to the financial condition of the city. And report on future financial needs of the city and available funding.

Meet with civic organizations as necessary for the goodwill of the community.

Administer the affairs of the city and the administrators office effectively and in accordance with Minnesota Law.

Adopted by the Orr City Council this 13th day of May, 1991. This ordinance shall become effective Monday May 20, 1991. This ordinance shall be printed in the official newspaper of the City of Orr, Minnesota on May 20th, 1991.

James Raridon
James Raridon, Mayor

Attest: Rosemary Hoffer
Rosemary Hoffer - Clerk-Treasurer