

**TOWN OF PEQUAYWAN
ST. LOUIS COUNTY, MINNESOTA**

**RESOLUTION # 2020-005
RESOLUTION FOR APPOINTING A DEPUTY CLERK**

WHEREAS, Lita Wallace, current clerk of the Town of Pequaywan had given notice to the Town Board during the December 2019 meeting that her last day will be March 2021; and

WHEREAS, the Pequaywan Town Board decided that a deputy clerk must be hired as soon as possible for training purposes and to perform the duties of the clerk during her absence ; and

WHEREAS, the deputy clerk may need to be available for each monthly meeting; and

WHEREAS, the deputy clerk may replace the clerk either by appointment or election effective March 2021; and

WHEREAS, Minnesota Statutes Section 412.151, subdivision 1; states the "The clerk shall give the required notice of each regular and special election, record the proceedings thereof, notify officials of their election or appointment to office, certify to the county auditor all appointments and the results of all city elections. The clerk shall keep (1) a minute book, noting therein all proceedings of the council; (2) an ordinance book to record at length all ordinances passed by the council; and (3) an account book to enter all money transactions of the city including the dates and amounts of all receipts and the person from whom the money was received and all orders drawn upon the treasurer with their payee and object. Ordinances, resolutions, and claims considered by the council need not be given in full in the minute book if they appear in other permanent records of the clerk and can be accurately identified from the description given in the minutes. The clerk shall act as the clerk and bookkeeper of the city, shall be the custodian of its seal and records, shall sign its official papers, shall post and publish such notices, ordinances and resolutions as may be required and shall perform such other appropriate duties as may be imposed by the council. For certified copies, and for filing and entering, when required, papers not relating to city business, the clerk shall receive the fees allowed by law to town clerks; but the council may require the clerk to pay such fees into the city treasury. With the consent of the council, the clerk may appoint a deputy for whose acts the clerk shall be responsible and whom the clerk may remove at pleasure. In case of the clerk's absence from the city or disability, the council may appoint a deputy clerk, if there is none, to serve during such absence or disability. The deputy may discharge any of the duties of the clerk, except that deputy shall not be a member of the council; and

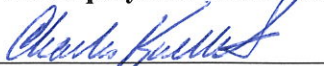
NOW, THEREFORE BE IT RESOLVED, that Pequaywan Town Board hereby adopt a resolution for appointing a deputy clerk; and

BE IT FUTHER RESOLVED, that the clerk has the consent of the Pequaywan Town Board to appoint a deputy clerk; and

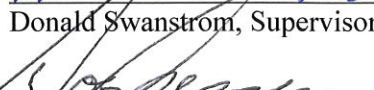
BE IT FUTHER RESOLVED, that Pequaywan Town Board decides on the salary for the deputy clerk.

Adopted by the Pequaywan Board of Supervisors this 11th day of February 2020.

By the Pequaywan Town Board


Charles Kuettel, Town Chair


Donald Swanstrom, Supervisor


Douglas Dressen, Supervisor

Attested to by


Lita Wallace, Town Clerk