

**AN ORDINANCE CREATING THE POSITION OF CITY
ADMINISTRATOR/CLERK AND APPOINTING
APRIL MILNE TO THE POSITION**

WHEREAS, the Board of Aldermen believes that the administration of the City of Twin Oak'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; and

WHEREAS, the Board of Aldermen has determined that because the current City Clerk job duties are generally more aligned with the duties of a city manager or administrator, creating the office of City Administrator/Clerk position for the City of Twin Oaks is in the best interest of the citizens in terms of efficiency and experience in performing and supervising the City's daily administration.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. The Board of Aldermen does hereby create the office of City Administrator/Clerk. To that end, Article II "City Clerk", Section 115.090 "City Clerk — Appointment, Duties, Qualifications, Compensation, Term" is hereby repealed and in its place a new Article II "City Administrator/Clerk," Section 115.090 "City Administrator/Clerk — Appointment, Duties, Qualifications, Compensation, Term" is adopted, to read as follows:

Section 115.090 City Administrator/Clerk

Pursuant to the authority granted by Section 79.230 and Section 79.320 of the Revised Statutes of Missouri, the office of City Administrator/Clerk is hereby established and shall be subject to the following requirements:

- A. *Appointment:* The Board of Aldermen shall elect and employ City Administrator/Clerk shall be with the approval of the Mayor, and the appointment may be for an indefinite term of office. The City Administrator/Clerk shall serve at the pleasure of the Board of Aldermen. Anytime in this Municipal Code the term "City Clerk" is used it shall mean the "City Administrator/Clerk."
- B. *Qualifications:* The City Administrator/Clerk shall have either experience or education in administration of municipal government, or a combination of education and experience. Before entering upon the duties of the Office, the City Administrator/Clerk shall take an oath or affirmation before some person authorized to administer oath, that he or she possesses all the qualifications prescribed by law for the Office, that he or she will support the Constitution of the United States and of the State, that he or she will uphold the provisions of all laws of the State and the Ordinances of the City, and that he or she will faithfully demean himself or herself while in office.

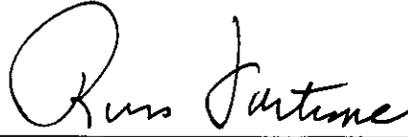
C. *Duties:*

1. The City Administrator/Clerk shall be a full-time position and shall be performed during the hours set by the Board of Aldermen. The City Administrator position shall be the administrative assistant to the Mayor and, subject to the direction and supervision of the Mayor, shall, with the Mayor, have general control over the administration and management of the City's business, officers and employees of the City. The City Administrator shall be responsible for the tasks set forth in the job description developed by the Board of Aldermen (attached as **Exhibit A** and incorporated by reference) and such other duties as may be required by the Board of Aldermen from time to time. The City Administrator shall answer to the Mayor and Board of Aldermen in all circumstances.
 2. The City Administrator/Clerk 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 Board of Aldermen; attending to such correspondence as may be required and shall keep the journal of the proceedings of the Board of Aldermen, entering therein the "yeas" and "nays" of the members of each bill presented for passage as an ordinance; 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 Board of Aldermen.
- D. *Compensation:* The City Administrator/Clerk shall receive such compensation as set by ordinance by the Board of Aldermen and which may be adjusted from time to time by the budget ordinance or other ordinance.
- E. *Term; Removal:* The office of City Administrator/Clerk shall have an indefinite term and continued service shall be at the pleasure of the Board of Aldermen and subject to removal in accordance with Section 115.030 of the Municipal Code.
- F. *Deputy City Clerk.* The Board may appoint a Deputy City Clerk to assist the City Administrator/Clerk and perform the duties of the City Clerk in the City Administrator/Clerk's absence.

Section 2. April Milne is hereby elected and appointed to the position of City Administrator/Clerk upon final approval of this Ordinance.

Section 3. This Ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO
PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI,
THIS 21st DAY OF JANUARY 2026.



Russ Fortune, Mayor

Attest:



April Milne, City Administrator/Clerk