

## TITLE I - POLICY AND ADMINISTRATION

ARTICLE VII  
CITY CLERK

- 1-7.1 APPOINTMENT. At its first meeting in January following the regular city election the council shall appoint by majority vote a city clerk to serve for a term of two (2) years.
- 1-7.2 POWERS AND DUTIES: GENERAL. The clerk, or in his absence or inability to act, the deputy clerk, shall have the powers and duties as provided in this article, the city code and the law.
- 1-7.3 RECORDING AND PUBLICATION OF MEETING MINUTES. The clerk shall attend all regular and special council meetings and within fifteen (15) days following a regular or special meeting shall cause the minutes of the proceedings thereof to be published. Such publication shall include a list of all claims allowed, a summary of all receipts and the gross amount of the claims approved.
- 1-7.4 RECORDING MEASURES CONSIDERED. The clerk shall promptly record each measure considered by the council, with a statement where applicable indicating whether the mayor signed, vetoed or took no action on the measure, and whether the measure was repassed after the mayor's veto.
- 1-7.5 PUBLICATION. The clerk shall cause to be published all proceedings and official notices requiring publication as follows:
1. Time. If notice of an election, hearing, or other official action is required by the city code or law, the notice must be published at least once, not less than four (4) nor more than twenty (20) days before the date of the election, hearing or other action, unless otherwise provided by law.
  2. Manner of Publication. A publication required by the city code or law must be in a newspaper published at least once

weekly and having general circulation in the city.

3. Any notice for publication as required by law for ordinances and amendments to ordinances that require notice by publication, that said publication may be made by posting in three public places in the City of Salem, Iowa.

4. The three public places in the City of Salem, Iowa, where such notices shall be posted in accordance with the law are as follows:

- a. Community Center Building, City of Salem, (Ordinance No. 1987-1, June 15, 1987);
- b. United States Post Office, City of Salem;
- c. Salem Public Library, City of Salem, (Ordinance No. 1992-2, May 5, 1992.)



1-7.6 AUTHENTICATION. The clerk shall authenticate all such measures except motions with his signature, certifying the time and manner of publication when required.

1-7.7 CERTIFY MEASURES. The clerk shall certify all measures establishing any zoning district, building lines, or fire limits and a plat showing the district, lines, or limits to the recorder of the county containing the affected parts of the city.

1-7.8 RECORDS. The clerk shall maintain the specified city records in the following manner:

1. Ordinances and Codes. Clerk shall maintain copies of all effective city ordinances and codes for public use.

2. Custody. He shall have custody and be responsible for the safekeeping of all writings or documents in which the city is a party in interest unless otherwise specifically directed by law or ordinance.

3. Maintenance. He shall maintain all city records for at least ten years, except that ordinances, council proceedings and records or documents relating to real property transactions or bond issues must be maintained permanently. Bonds and coupons may be destroyed after two years from the retirement of debt and a record of destruction shall be placed with the original bond record.

4. Provide Copy. He shall furnish upon request to any municipal officer a copy of any record, paper or public document under his control when it may be necessary to such officer in the discharge of his duty. He shall furnish a copy to any citizen when requested upon payment of the fee set by council resolution. He shall, under the direction of the mayor or other authorized officer, affix the seal of the corporation to those public documents or instruments which by ordinance and city code are required to be attested by the affixing of the seal.

5. Filing of Communications. He shall keep and file all communications and petitions directed to the council or to the city generally. He shall endorse thereon the action of the council taken upon matters considered in such communications and petitions.

1-7.9 ISSUE LICENSES AND PERMITS. He shall issue or revoke licenses and permits when authorized by this code, and keep a record of licenses and permits issued which shall show date of issuance, license or permit number, official receipt number, name of person to whom issued, term of license or permit and purpose for which issued.

1-7.10 NOTIFY APPOINTEES. He shall inform all persons appointed by the mayor or council to offices in the city government of their position and the time at which they shall assume the duties of their office.

1-7.11 ELECTIONS. The clerk shall accept the nomination petition of a candidate for a city office for filing if on its face it appears to have the requisite number of signatures and it is timely filed. He shall deliver all nomination petitions to the county commissioner of elections not later than five (5) o'clock p.m. on the day following the last day on which nomination petitions can be filed.

1-7.12 CITY SEAL. The city seal shall be in the custody of the clerk and shall be attached by him to all transcripts, order and certificates which it may be necessary or proper to authenticate. The city seal shall be circular in form, in the center of which shall be the words "Salem, Iowa" and around the margin the words "Town Seal".

1-7.13 TREASURER. The clerk shall be the treasurer of the city and perform all those duties required of the treasurer.

1-7.14 COMPENSATION. The City Clerk shall receive such compensation as is determined by the City Council and established by Resolution.

(Ordinance No. 1985-2, Passed August 6, 1985.)