

## CHAPTER 150—H. F. No. 478

[Not Coded]

*An act relating to the establishment of a director of finance in the City of Cloquet; providing that the duties and functions of treasurer, clerk, assessor, and comptroller may be consolidated and coordinated.*

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Cloquet, department of finance. The city council of Cloquet may by ordinance establish a department of finance and consolidate therein the duties and functions of the city treasurer, city assessor, city clerk, and comptroller.

Sec. 2. If a department of finance is established, the city council, at the meeting of its organization, shall appoint a director of finance whose term of office shall be two years. It shall be the duty of such director to act in promoting, securing, and preserving financial and property interests of the city.

Sec. 3. The director of finance shall give a bond with corporate surety in an amount directed by the council which shall be approved by the council, signed by the president, and filed for safekeeping.

Sec. 4. The director shall have the power when authorized by the council to appoint a deputy or deputies who shall hold office during the pleasure of the director and shall have authority under the direction of the director to perform all the duties of such director. The director may also select, when authorized by the city council, such other assistants as may be necessary in his office. The salary of said director, deputy, deputies, and assistants shall be paid by the city in amounts to be fixed and determined by the council.

Sec. 5. The director of finance may by ordinance be directed to:

(a) Exercise general supervision of all officers in the city regarding the proper management of the fiscal concerns of their respective offices.

(b) Examine the books of each department from time to time and see that they are kept in proper form.

(c) See that officers receiving money belonging to the municipality pay the same to the city and that all necessary financial reports are made by officers and shall immediately report delinquencies in such payments to the council.

(d) Keep in proper books a full and accurate account

of all the moneys received and disbursed by him in behalf of the city, specifying the time of receipt and disbursement, from whom received, and to whom disbursed, and on what account received and disbursed and how paid.

(e) Cancel all warrants, debts, or evidence of debts against the city whenever paid by him by writing or stamping across the face thereof the words "paid by the city" with the date of payment written or stamped thereon.

(f) Receive and have custody of all moneys paid to the city and shall disburse city moneys upon direction of the council except to employees who may be paid upon proper certified payrolls.

(g) Issue all permits or licenses except those which are required by ordinance to be issued by a particular department or office.

(h) Make a detailed report to the council at its first meeting of each month as to the business of his office during the month preceding, showing the balance on hand to the credit of the different funds at the time of his last report, the amounts received during the month and on what account and such other items and facts as the council may require.

(i) Prepare estimates of revenues and prepare and present budget to the board of tax levy and assist various department heads in the preparation of their respective budgets.

(j) Keep all general accounts of the city government and of the respective departments, offices, boards, and commissions, and institutions thereof.

(k) Prepare all work in connection with the assessment of property and the preparation of all assessment and tax rolls and tax notices.

(l) Serve as clerk of the council and perform such other duties of a like manner as shall be required by that body.

(m) To be responsible for the recording, filing, indexing, and safekeeping of all proceedings of the council.

(n) Record in full, uniformly and permanently, all ordinances and authenticate the same.

(o) Publish proceedings of the council and all legal notices required by law or ordinance.

(p) Keep and maintain all election records and have custody of all property used in connection therewith.

(q) Be the custodian of the official seal of the city.

(r) In addition to the duties specifically enumerated herein such director shall perform all duties usually performed and prescribed by law to be performed by the city clerk.

(s) In addition to the duties specifically enumerated herein such director shall perform all duties usually performed and prescribed by law to be performed by the city treasurer.

(t) In addition to the duties specifically enumerated herein such director shall perform all duties usually performed and prescribed by law to be performed by the city assessor.

Sec. 6. This act takes effect when approved by a majority of those persons voting on the question at the next general city election.

Sec. 7. Notice of such election shall be given in the same manner as required by law for other propositions to the electorate by local units of government. The ballot shall contain a brief summary of the special law prepared under the direction of the governing body and shall identify the law by chapter number; but validity of the election shall not be affected by errors or omissions in the summary or in the identification. As soon as the city approves this act, its clerk shall file with the secretary of state of Minnesota a certificate stating the essential facts necessary to valid approval, including the number of votes cast for and against approval at the election. When the certificate is so filed, this act shall be deemed effective if the necessary majority of voters as required herein has been had.

Approved April 3, 1959.

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#### CHAPTER 151—H. F. No. 482

*An act relating to the registration and taxation of motor vehicles providing for an exemption; amending Minnesota Statutes 1957, Section 168.012.*

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Minnesota Statutes 1957, Section 168.012, is amended by adding a new subdivision to read:

*Subd. 8. Motor vehicles, exemption from taxation and registration. Every passenger automobile or passenger car utility trailer duly registered in any foreign state, district, territory or country and displaying all license number plates*