



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: City Administrator Dan Wietecha**  
**Date: February 16, 2021**  
**Item: City Administrator's Appointment of City Clerk**

**Council Action Requested:**

Informational only. No action needed.

**Background Information:**

State statute requires the City to fill the position of City Clerk. Under Hastings City Charter, section 4.02, the City Administrator has the duty to appoint the City Clerk. I have named Erica Henderson as City Clerk effective February 13, 2021. This appointment is intended to be temporary until a new Assistant City Administrator / Human Resources Director is hired this spring. Ms. Henderson has served as the Deputy City Clerk since March 2019.

The City Clerk has a variety of duties related to official records and certifications. During the coming months, the most notable duty will be as authorized signer on City ordinances, resolutions, contracts, and other documents.

**Financial Impact:**

None

**Committee Discussion:**

Not applicable

**Attachments:**

Not applicable