



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: City Administrator Dan Wietecha**  
**Date: June 7, 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 Kelly Murtaugh as City Clerk effective May 27, 2021.

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.

With great appreciation, I note Erica Henderson fulfilling these duties the past three months.

**Financial Impact:**

None

**Committee Discussion:**

Not applicable

**Attachments:**

Not applicable