

RESOLUTION NO. 26-_____

CITY OF WEST ST. PAUL, MINNESOTA

RESOLUTION DESIGNATING ASSISTANT CITY MANAGER TO SERVE AS ACTING CITY CLERK DURING THE VACANCY OF THE CITY CLERK POSITION

WHEREAS, pursuant to Section 3.02 of the West St. Paul City Charter, the City Clerk, or a deputy clerk, shall act as Secretary of the Council, and shall keep a journal of Council proceedings and such other records and perform such other duties as may be required by this Charter or the Council may require;

WHEREAS, pursuant to Section 3.08 of the West St. Paul City Charter, every ordinance or resolution passed by the Council shall be signed by the Mayor, attested by the City Clerk and filed and preserved;

WHEREAS, pursuant to Section 3.02 of the West St. Paul City Charter, in the absence of the City Clerk or deputy, the Council may designate any other official or employee of the City, except the City Manager or a member of the Council, to act as secretary to the Council;

WHEREAS, under that same section, a deputy clerk shall be authorized to certify Council minutes or extracts therefrom or any other documents relating to City affairs in the same manner and with the same authority as the Clerk; and

WHEREAS, the City of West St. Paul currently is looking to hire a City Clerk and does not have a deputy City Clerk.

NOW THEREFORE, BE IT RESOLVED, by the West St. Paul City Council, that the following named employee is hereby authorized to serve as City Clerk until the City has hired a permanent City Clerk:

DANIEL NOWICKI, ASSISTANT CITY MANAGER

Adopted by the City Council for the City of West St. Paul on this 23rd day of March, 2026.

Dave Napier, Mayor

ATTEST: _____
Dan Nowicki, Assistant City Manager