

**CITY OF WEST ST. PAUL  
DAKOTA COUNTY, MINNESOTA  
ORDINANCE NO.**

**AN ORDINANCE AMENDING  
WEST ST. PAUL CHARTER CHAPTER VII, SECTION 7.09  
REGARDING DISBURSEMENTS: HOW MADE**

The City of West St. Paul does ordain:

**SECTION 1. AMENDMENT.** West St. Paul City Charter Section 7.09 subd. 1 is hereby amended as follows:

Sec. 7.09. Disbursements: How Made.

Subd. 1. All disbursements shall be made only upon the order of the City Manager or designees, who have been duly authorized by a resolution or motion of the Council in accordance with federal or state law, ordinances, or City Council resolutions and regulations, unless a disbursement must be made prior to a Council meeting, pursuant to an emergency declaration or other reasonable cause as determined by the City Manager, in which case, the disbursement may be made in advance and ratified by the Council thereafter. ~~The City Treasurer shall issue no check upon any city funds except upon such order. In the discretion of the Council the order and check may be a single instrument.~~ No claim against the City shall be allowed unless accompanied by either an itemized bill, or a payroll, or time sheet, each of which shall be approved and signed by a responsible city officer who vouches for the correctness and reasonableness thereof. The Council may by ordinance or resolution, make additional regulations for the safekeeping and disbursement of the City funds and shall annually adopt a resolution that authorizes an appropriate expenditure amount by designees. The Council may provide for the regular payment without specific individual authorization by the Council of salaries and wages of regular employees, laborers, and fixed charges which have previously duly and regularly incurred.

**SECTION 2. SUMMARY PUBLICATION.** Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

The City Charter amendment to Section 7.09 provides flexibility for the City Manager to make a payment for a City expenditure in advance of a Council meeting, when such circumstances so require it. The expenditure must be ratified by the Council.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Ayes:

Nays:

Attest:

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David J. Napier, Mayor

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Nicole Tillander, City Clerk