

C. EXECUTIVE DIRECTOR/SECRETARY. The Authority may appoint or employ an Executive Director, who shall perform such duties, powers and responsibilities as set forth herein and as may be from time to time delegated by the authority. The Executive director shall also act as the Secretary of the Authority and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; to keep accurate notes of all matters coming before the Authority; to receive and file all communications, applications, request any and all documents directed to the Authority; to publish or mail, as the case may be, all notices and advertisements required by law or as directed by the Authority; to prepare and mail to each member of the Authority not later than the Friday prior to the meeting, a summary statement of the nature of each item on such agenda and a copy of the minutes of the last meeting. The secretary may utilize such members of the City Staff (engineer, public works director, etc.) as may be made available by the Common Council to accomplish his/her tasks.