



STAFF REPORT

DATE: June 6, 2023

CONSENT

TO: Mayor and City Council
FROM: Kristina Handt, City Administrator
AGENDA ITEM: Designate the Authority to Make Electronic Funds Transfers

BACKGROUND:

Pursuant to State Statute 471.38, subd. 3 *et seq*, the City Council is respectfully being asked to delegate the authority to make electronic funds transfers for 2023. Council approved Resolution 2023-005 at the January 3rd meeting. However, since that time a finance director has been hired so the delegation authority should be updated.

It is recommended that the following individuals be designated to make electronic funds transfers for the City of Lake Elmo for 2023:

- Kristina Handt, City Administrator
- Clarissa Hadler, Finance Director

QUESTION BEFORE THE CITY COUNCIL:

- 1) Should the City Council adopt the resolution as attached?

FISCAL IMPACT:

Designation of the authority to make electronic funds transfers helps to ensure compliance with MN State Statute.

OPTIONS:

- 1) Approve the attached resolution delegating the authority to make electronic funds transfers as listed.
- 2) Amend and then approve the attached resolution delegating the authority to make electronic funds transfers as listed.

RECOMMENDATION:

- 1) Adopt Resolution No. 2023-053; Designate the Authority to Make Electronic Funds Transfers.

ATTACHMENTS:

- 1) Resolution No. 2023-053; Designate the Authority to Make Electronic Funds Transfers.

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

**RESOLUTION 2023-053
A RESOLUTION TO DESIGNATE THE AUTHORITY TO MAKE
ELECTRONIC FUNDS TRANSFERS**

WHEREAS, Minnesota Statutes, Chapter 471.38, Subd. 3, requires the adoption of certain policies and procedures pertaining to the electronic funds transfer of public funds; and

WHEREAS, the statute also requires the delegation of authority to make electronic funds transfers by a local government each year;

WHEREAS, the city council approved that delegation in January 2023 and since that time has hired a finance director;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Lake Elmo, that the following individuals are hereby designated to make electronic funds transfers for 2023:

- Kristina Handt, City Administrator
- Clarissa Hadler, Finance Director

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS 6th
DAY OF JUNE 2023.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Charles Cadenhead
Mayor

ATTEST:

Julie Johnson
City Clerk