



STAFF REPORT

DATE: January 7, 2025

CONSENT

TO: Mayor and City Council
FROM: Clarissa Hadler, Finance Director
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 2025. It is recommended that the following individuals be designated to make electronic funds transfers for the City of Lake Elmo for 2025:

- Nicole Miller, City Administrator
- Clarissa Hadler, Finance Director
- Nina Kraemer, Finance Coordinator

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) Motion to Adopt Resolution No. 2025-004; Designate the Authority to Make Electronic Funds Transfers.

ATTACHMENTS:

- 1) Resolution No. 2025-004; Designate the Authority to Make Electronic Funds Transfers.

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

RESOLUTION 2025-004

**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;

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 2025:

- Nicole Miller, City Administrator
- Clarissa Hadler, Finance Director
- Nina Kraemer, Finance Coordinator

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS 7TH
DAY OF JANUARY 2025.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Charles Cadenhead
Mayor

ATTEST:

Julie Johnson
City Clerk