

**Watertown City Council**

December 12, 2017

**Agenda Item:** Second Half of December 2017 Claims**Request for Action:** Approve Resolution #2017-160 authorizing City Clerk/Treasurer to pay second half of December 2017 claims**Department:** City Clerk/Treasurer**Background:**

Being that the City Council meets only once during the month of December, approval for the second half claims is needed. It is important these expenses are paid to the vendors prior to year-end for audit purposes.

If authorization is granted at the December 12<sup>th</sup> meeting, staff will provide Council with a claims roster by December 22, 2017. Council members need to issue approval by 8:00 a.m. December 28<sup>th</sup>, 2017. Any questions on claims can be directed to the Clerk/Treasurer.

**Recommendation:**

Staff recommends approval of Resolution 2017-160 authorizing the Clerk/Treasurer to pay the second half of December 2017 claims on December 28, 2017.

**Attachments:**

Resolution #2017-160

**CITY OF WATERTOWN  
RESOLUTION NO. 2017-160**

**AUTHORIZING CITY CLERK-TREASURER TO PAY  
SECOND HALF OF DECEMBER 2017 CLAIMS**

**WHEREAS**, the City of Watertown (the “City”) desires to make payment of all of its invoices in a timely manner, and

**WHEREAS**, the City normally pays its invoices from vendors following approval at each of the two regular meetings in the month, and

**WHEREAS**, the council will only be meeting one time during the month of December 2017,

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Watertown, Minnesota, hereby authorizes the City Clerk-Treasurer to pay the second half of December 2017 claims (invoices from vendors) on December 28, 2017.

Adopted by the City Council of the City of Watertown this 12<sup>th</sup> day of December, 2017.

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Steve Washburn, Mayor

ATTEST: \_\_\_\_\_  
Lynn Tschudi, Clerk/Treasurer