

Watertown City Council

December 11, 2018

Agenda Item: Second Half Claims for December 2018**Request for Action:** Approve Resolution #2018-154, authorizing City Clerk/Treasurer to pay second half of December 2018 claims**Department:** City Clerk/Treasurer**Background:**

The Watertown City Council will be meeting only one time in December 2018. Approval for the second half of December claims is needed to ensure vendors are paid timely. It is also important these expenses are paid to the vendors prior to year-end for audit purposes. If authorization is granted by the Council, staff will provide the Council with a claims roster by Friday, December 21st. The Council will have until Wednesday, December 26, 2018 to review the claims roster. Any questionable claims will be held over to the next regular meeting or resolved before payment is made.

Recommendation:

Staff recommends approval of Resolution #2018-154 authorizing City Clerk/Treasurer to pay the second half of December 2018 claims.

Attachments:

Resolution #2018-154

**CITY OF WATERTOWN
RESOLUTION NO. 2018-154**

**AUTHORIZING CITY CLERK-TREASURER TO PAY
SECOND HALF OF DECEMBER 2018 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 2018,

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 2018 claims (invoices from vendors) on December 26, 2018.

Adopted by the City Council of the City of Watertown this 11th day of December, 2018.

Steve Washburn, Mayor

ATTEST: _____
Lynn Tschudi, Clerk/Treasurer