

2F. Consideration of setting a special meeting on Friday, December 22, 2023 at 7:30 a.m. for approval of bills

Prepared by: Finance Director	Meeting Date: 9/25/2023	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: N/A	Approved by:	

ACTION REQUESTED

Motion to call for a special meeting on Friday, December 22, 2023 at 7:30 a.m. for approval of bills.

REFERENCE AND BACKGROUND

Minnesota Statute 471.425, subd. 2(a) requires municipalities which hold council meetings at least once per month to pay claims within 35 days of receipt. Due to the holidays in late December, the City Council does not hold a second regular meeting. The absence of a second meeting could lead to bills paid late, so staff recommends Council meet for a special meeting in the second half of December to approve payment of the bills.

- I. **Budget Impact:** None. The city will avoid late fees and/or penalties by holding a special meeting to approve bills.
- II. **Staff Impact:** None. Staff will prepare the bill register as they would for a regular Council meeting.
- III. **Comprehensive Plan Impact:** N/A

STAFF RECOMMENDED ACTION

City staff recommends calling for a special meeting on Friday, December 22, 2023 at 7:30 a.m. for approval of bills.

SUPPORTING DATA

- None