



Agenda Report

Agenda of: March 11, 2025

Department: Administration

Subject: Authorize signatory authority for USDA forms related to the Community Center Project.

Recommended Motion: This item will be on the consent agenda. IF it is removed for individual discussion and approval, the recommended motion is, “I move to approve the resolution authorizing the Mayor, City Administrator, or Finance Director to sign the USDA acceptance forms.”

Background: FINALLY! Staff met with the USDA at their regional office on Thursday, March 6th. The USDA has given the “green light” to proceed with the project. The contractor will be mobilizing within two weeks. Up until this point, Mayor Schroeder has been the only person authorized to sign any documents related to the community center project. Now that the project will commence, it is necessary to add additional signers so that reimbursement forms, daily, weekly, and monthly forms, etc. can be signed and submitted in a timely fashion. The attached resolution will provide the Director of Finance and City Administrator with this authority in addition to the Mayor.

Fiscal Impact: N/A

☐ Budgeted ☐ Requires Budget Amendment

Source of Funding:

Attachments: Authorizing Resolution re signatory authority for USDA documentation

Urgency (0-5 = Low Urgency to High Urgency): 3

Impact (0-5 = Low Impact to High Impact): 3

Submitted by: R. Scott Dixon