

**CITY OF MAPLE PLAIN
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 2026-0323-04

A Resolution Delegating Authority to Make Electronic Funds Transfers and Payment of Claims Prior to Board Approval to the City Administrator for 2026

WHEREAS Minnesota Statute 471.38 Subd. 3a. requires the City Council annually delegate authority to make electronic funds transfers; and

WHEREAS the City uses electronic funds transfers whenever possible as they are much more efficient and eliminates the risk of lost or mishandled check payments; and

WHEREAS all electronic funds transfers are subject to:

1. Annual City Council designation of authority to the City Administrator.
2. The City's internal control procedures.
3. A list of all electronic transactions to be submitted for approval to City Council at its next regular meeting; and

WHEREAS Minnesota Statute 471.271 Subd. 8. provides the City Council with the ability to delegate authority for the payment of certain claims; and

WHEREAS the City seeks to provide prompt payment to vendors as required in Minnesota Statute 471.425 Subd 2., while also maintaining a system of controls; and

WHEREAS payment of claims prior to Council approval are subject to:

1. Annual City Council designation of authority to the City Administrator.
2. The City's internal control procedures.
3. A list of all claims paid, including a detailed listing of credit/purchasing card transactions, shall be submitted for approval to City Council at its next regular meeting; and

NOW THEREFORE, BE IT RESOLVED THAT authority to make electronic funds transfers and payment of claims prior to board approval shall be delegated to City Administrator, including:

1. Payroll and benefits payments.
2. Debt service payments.
3. Payments made under a contract previously approved by the City Council.
4. Claims that must be paid to avoid finance charges.
5. Utility services for City property; and
6. Purchasing or credit card purchases.

ADOPTED, by the City Council of Maple Plain, Minnesota, on this 23rd day of March 2026.

BY:

ATTEST:

Julie M. Maas-Kusske, Mayor

Jacob Schillander, City Administrator