



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: February 1, 2024

Subject: Fund Transfer and Fund Setup

Staff is requesting the City Council establish a City Hall Renovation/Expansion Project Fund for the City to track expenses related to the City Hall Renovation/Expansion project. Staff is also requesting the City Council transfer the ARPA funds of \$756,123.80 from Fund 704 to the new Project Fund.

If you have any questions, please do not hesitate to contact me at 763-784-6491.