

## RESOLUTION 2018-1

### CITY OF HAYWARD, FREEBORN COUNTY STATE OF MINNESOTA

#### 2018 ORGANIZATION RESOLUTION

**WHEREAS; Minnesota Statute Chapters 412 and 427 require certain action by the City Council at the annual organizational council meeting in January;**

**SO THEREFORE BE IT RESOLVED** by the Hayward City Council, that it hereby approves the following designations for the year 2018:

**MEETINGS:** Regular meeting of the Hayward City Council shall be held on the 2<sup>nd</sup> Monday of every month beginning at 7:00p.m. Any regular meeting that falls upon a City recognized holiday shall be held on the 3<sup>rd</sup> Monday at the same time and place or unless specified differently by City Council. Pre-Agenda and Special meetings and workshops will be scheduled as needed. All meetings including adjourned meetings shall be held at the Community Center unless otherwise specified.

**RECOGNIZED HOLIDAYS:** The city of Hayward recognized holidays shall include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

**ACTING MAYOR:** In the absence of the Mayor, the Acting Mayor for the Hayward City Council shall be Anthony Cox to preside at the meeting. Upon the Mayor and Acting Mayor being gone, the Clerk shall call the meeting to order and ask for a motion designating the Acting Mayor for that night's proceedings.

**OFFICIAL NEWSPAPER:** The official newspaper for the City of Hayward shall be the Albert Lea Tribune, whose main publication is located in Albert Lea, Minnesota.

**OFFICIAL DEPOSITORY:** The official depository for the City of Hayward shall be Produce State Bank, Hollandale or Albert Lea, Minnesota. The official signatures for checks shall be Kathryn Aase, Anthony Cox and Michael Hanson, with all checks requiring two (2) signatures.

**COUNCIL MEMBER LIAISONS:** Council members shall serve as liaisons to these specific departments:

- Streets – Anthony Cox
- Fire Department – Mike Hansen
- Fire Relief Association Board of Trustees – Mike Hansen
- Park and Recreation – Darwin Dolph
- Ordinance Enforcement unless otherwise specified – Eugene Flaskerud
- Water Department – Eugene Flaskerud
- Sewer Departments – Anthony Cox

- Animal Control – Anthony Cox
- Insurance – Sue Ruble
- Public Health and Safety – Sue Ruble

**LEGAL ADVISOR:** The firm Baudler, Maus & Forman, LLP of Austin, Minnesota shall be retained as the law firm responsible for legal services and advice, with Shelley King as the primary City Attorney.

**AUDIT SERVICES:** The Hayward City Council hereby retains Hill, Benda, Skov & Bernau PA, of Albert Lea, Minnesota with Lance Skov being the contact person, as the firm to audit the financial reports of the City of Hayward.

**ENGINEERING SERVICES:** The Hayward City Council hereby retains Zenk, Reed & Trygstad Association, of Albert Lea, Minnesota as the firm the City of Hayward will utilize for all engineering services, with Bill Trygstad as the contact persons at the firm.

**BUILDING INSPECTOR:** The Hayward City Council hereby appoints Wayne Sorenson from the office of Freeborn County Building Inspectors as the agent responsible for building inspections for the City of Hayward.

**FIRE MARSHALL:** The Hayward City Council hereby appoints Fire Chief Eric Knutson as the Fire Marshall of the City of Hayward.

**CITY CLERK/TREASURER:** The Hayward City Council hereby appoints Kathryn Aase as the City Clerk/Treasurer of the City of Hayward.

**MINUTES FOR ALL MEETINGS:** Clerk/Treasurer shall take notes of all meetings held by the City Council; upon the absence of the City Clerk the Mayor shall appoint a Council Member to take the official notes for that meeting.

**APPROVED THIS 8<sup>TH</sup> DAY OF JANUARY, 2018.**



Michael Hansen, Mayor

ATTEST:



Kathryn Aase, Clerk/Treasurer