

CITY OF SUNFISH LAKE

ITEM 8.c.

DATE: February 1, 2017

TO: Mayor and Council

FROM: Cathy Iago, City Clerk/Administrator

RE: Request for Registration Fee for the Minnesota Clerks & Finance Officer's Association (MCFOA) Annual Conference

The Minnesota Clerks and Finance Officer's Association Conference is held annually in March in the State of Minnesota. The conference offers a diverse variety of training opportunities for Minnesota Clerks and Finance Officers that assist them with enhancing job performance and also provides Continuing Education Credits (CEU's) for attendees.

This year the conference will be held in Hastings, Minnesota, on March 14-17, 2017. The early-bird registration fee, which includes most meals, is \$240. The lodgings costs are \$74 per night and with tax should be approximately \$230. I will bring a copy of the registration information to the meeting if anyone wishes to review the program.

I contacted Treasurer Lanoue and she confirmed that there are funds budgeted for my attendance at this conference.

ACTION REQUESTED: I respectfully request Council authorize the payment of registration fee and lodging costs for the City Clerk to attend the Minnesota Clerks & Finance Officer's Association (MCFOA) Annual Conference, March 14-17, 2017 at a cost not to exceed \$500.