

CITY OF SUNFISH LAKE

DATE: September 30, 2014

TO: Mayor & Council

FROM: Cathy Iago, City Clerk

RE: Request for Payment of Notary Renewal Expenses

Attached is my application for renewal of my notary commission with the State of Minnesota. The cost to renew the commission is approximately \$170 and includes the \$120 renewal fee with the State of Minnesota, the \$20 filing fee with the County, and the cost for a notary stamp at approximately \$30. The notary commission is valid for five (5) years and the City previously approved my request for notary renewal in 2009.

For your information, I have used the notary commission as a service to residents of Sunfish Lake and do not charge any fees for notarizing documents.

I respectfully request the City authorize payment for the application to the State of Minnesota in the amount of \$120 and reimbursement for associated costs to file the notary renewal with County and to purchase a notary stamp.