

CITY OF SUNFISH LAKE

DATE: February 3, 2015
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 Welch, Minnesota at the Treasure Island Casino Conference Center, March 17-20, 2015. The early-bird registration fee, which includes meals, is \$220. The total cost for the conference should not exceed \$220. I did not request reimbursement for the lodging fee of \$69 plus tax per night since the venue is close to home.

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 for the City Clerk to attend the Minnesota Clerks & Finance Officer's Association (MCFOA) Annual Conference, March 17-20, 2015, in the amount of \$220.