

CITY OF SUNFISH LAKE

ITEM 8.b.

DATE: January 28, 2019

TO: Mayor and Council

FROM: Cathy Iago, City Clerk/Administrator

RE: Request for Registration Fee and Lodging for the 2019 Minnesota Clerks & Finance Officers Association (MCFOA) Annual Conference

The Minnesota Clerks and Finance Officers Association (MCFOA) 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 St. Cloud, Minnesota, on March 19-22, 2019. The early-bird registration fee, which includes most meals, is \$275. The lodgings costs are \$104 per night, plus tax, for a total of \$351.39. I will bring a copy of the program 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 the 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 19 thru 22, 2019, at a cost not to exceed \$650.