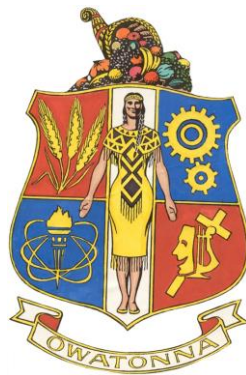


THE CITY OF



OWATONNA

Office of City Administrator
Kris M. Busse, City Administrator
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DATE: March 13, 2020
TO: Honorable Mayor, City Council Members and City Administrator
FROM: Jeanette Clawson, Administrative Specialist
SUBJECT: Fame Awards Purchases

Purpose:

Council to approve Resolution 40-20 to authorize contract for purchase of miscellaneous recognition products from Fame Awards.

Background:

The City has purchased recognition products: nametags, name plate, building signs and award plaques from Fame Awards. This business is owned by Doug Voss, a current Council Member At-Large for the City of Owatonna. On Council's Agenda is approval of payment to Fame Awards in the sum of \$643.50.

A state statute prohibits a City Council member from having a personal financial interest in a contract with the City. However, the statute provides a number of exceptions. The council may, by unanimous vote, contract for goods and services with an interested officer in certain enumerated situations, including "a contract for which competitive bids are *not* required by law." Competitive bids are not required for contracts less than \$100,000.00. When a City contracts with a public official for which no competitive bid is required, certain steps must be followed, including:

- (1) That the council adopt a resolution authorizing the contract which includes a statement that the contract price is as low as or lower than the price for which the commodity could be obtained elsewhere;
- (2) That before payment is made to the public official, the public official must file with the city clerk an affidavit stating that to the best of the officer's knowledge the contract's price is as low as or lower than the price at which the commodity could be obtained from other sources;
- (3) That the council must approve the contract by unanimous vote; and
- (4) The public official must abstain from voting on the matter;

Budget Impact:

The budget impact is the amount of the contract, in this instance, \$643.50.

Recommendation:

Staff recommends adoption of Resolution 40-20.

RESOLUTION NO. 40-20

A RESOLUTION AUTHORIZING CONTRACT WITH FAME AWARDS
PURSUANT TO MINN. STAT. §§ 471.87-89

WHEREAS, the City of Owatonna desires to purchase certain recognition products;

WHEREAS, Douglas V. Voss, owner of Fame Awards, is a City Council member of the City and will be financially interested in the contract;

WHEREAS, the contract in the sum of \$643.50 is not one that is required to be competitively bid.

WHEREAS, Councilmember Voss has signed an Affidavit of Official Interest in Claim as required by law.

WHEREAS, the contract price of \$643.50 is as low as, or lower than, the price at which the goods can be obtained elsewhere at this time.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota as follows:

1. The City Clerk-Treasurer is directed to make the above-mentioned purchases on behalf of the City from Fame Awards for a price of \$643.50.
2. The Mayor and City Clerk-Treasurer are directed to issue an order-check to pay the claim upon the filing of an affidavit of official interest by the interested official pursuant to Minn. Stat. § 471.89.
3. This resolution is adopted pursuant to Minn. Stat. §§ 471.87-89.

Passed and adopted this _____ day of _____, 2020, with the following vote:

Aye _____; No _____; Absent _____; Abstain _____.

Approved and signed this _____ day of _____, 2020.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator