**Contracting with a City Official, LMC Model Resolution**

*League models are thoughtfully developed by our staff for a city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the information memo* [*“Official Conflict of Interest.*”](https://www.lmc.org/resources/official-conflict-of-interest/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**RESOLUTION NO.** **\_\_\_\_\_**

**A RESOLUTION TO CONTRACT WITH A CITY OFFICIAL.**

Whereas, the city of \_\_\_\_\_ desires to purchase the following \_\_\_\_\_:

*Insert either “goods” or “services”, depending on your circumstance and describe it in detail following the colon.*

And whereas, \_\_\_\_\_ is the \_\_\_\_\_ of the city and will be financially interested in the contract;

*Insert the name of the interested official and the office held by the interested official.*

And whereas, it is determined that the contract price of $\_\_\_\_\_is as low as, or lower than, the price at which the goods can be obtained elsewhere at this time;

In addition, whereas, the contract is not one that is required to be competitively bid.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA AS FOLLOWS:

That the city clerk is directed to make the above-mentioned purchase on behalf of the city from \_\_\_\_\_\_\_ for a price of $\_\_\_\_\_\_\_.

*Insert the name of the interested officer.*

It is also resolved that the mayor and city clerk are directed to issue an order-check to pay the claim on the filing of an affidavit of official interest by the interested official as required under Minn. Stat. § 471.89.

This resolution is passed to comply with the provisions of Minn. Stat. §§ 471.87-.89.

Passed by the unanimous vote of the City Council of \_\_\_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk