

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 100-11	<b>REVISED:</b> 0	<b>PAGE</b> <u>1</u> <b>OF</b> <u>1</u>
	<b>SUBJECT: FILING CONTRACTS, LEASES AND OTHER AGREEMENTS WITH CITY CLERK</b>		

**1.0 ORGANIZATIONS AFFECTED**

All departments/divisions

**2.0 PROCEDURE**

**2.1 Copies Required**

A signed copy of each contract, lease, or other agreement to which the City is a party must be filed in the office of the City Clerk immediately upon its execution.

**2.2 City Clerk's File**

The City Clerk shall receive, file, record, and index all such contracts, leases, and agreements as part of the official records of the City.

**2.3 Approving Resolution or Ordinance Must Have Contract Attached**

No resolution or ordinance proposing to approve any such contract, lease, or agreement shall be introduced for consideration by the Council unless a copy of the lease, easement, or agreement, executed by the other party or parties, except when in the case of State or Federal agencies, is attached to and made a part thereof, together with any insurance certificates which may be required, and any and all payments required to have been made in advance shall have been received prior to presentation for Council action.

**2.4 Amendments to Original Leases, Easements, or Agreements**

If any amendments are made to an original contract, lease, or other agreement, the original copy of the letter or other notification of such amendments shall be forwarded to the City Clerk for filing with the original documents.

<b>DEPARTMENT:</b> CITY CLERK	<b>SUPERSEDES:</b> 4-14-1981	<b>PREPARED BY:</b> MHM	<b>DATE APPROVED:</b> 8/15/95	<b>DATE REVIEWED:</b> 4/1/2010
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