

CITY OF NORTHFIELD, MN  
CITY COUNCIL RESOLUTION 2016-104

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTHFIELD,  
MINNESOTA APPROVING USE OF ELECTRONIC SIGNATURES

WHEREAS, City staff have been working to develop a digital benefits enrollment process with the City's Laserfiche vendor OPG-3; and

WHEREAS, the digital benefits enrollment process will provide for employees to fill out and complete online City and vendor benefits forms, including execution of the same through electronic signature; and

WHEREAS, Minnesota Statutes, section 325L.18 authorizes the City to determine whether, and the extent to which, it will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures subject to state records retention laws contained in Minnesota Statutes, sections 15.17 and 138.17.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:  
The City Council, pursuant to Minn. Stat. §325L.18, hereby authorizes the use of electronic signatures for City and benefit vendor documents subject to state records retention laws contained in Minnesota Statutes, sections 15.17 and 138.17.

PASSED by the City Council of the City of Northfield on this 18th day of October 2016.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:   \_\_\_ GRAHAM       \_\_\_ DELONG       \_\_\_ LUDESCHER   \_\_\_ NAKASIAN  
          \_\_\_ PETERSON WHITE   \_\_\_ POWNELL       \_\_\_ ZWEIFEL