# Legislation Details (With Text)

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| **File #:** | 89226 | **Version:** | 1 | **Name:** | Sole Signer Authorization |
| **Type:** | Resolution | | | **Status:** | Passed |
| **File created:** | 7/17/2025 | | | **In control:** | CITY ATTORNEY |
| **On agenda:** | 8/5/2025 | | | **Final action:** | 8/5/2025 |
| **Enactment date:** | 8/8/2025 | | | **Enactment #:** | RES-25-00428 |

**Title:** Authorizing the Mayor to be the single signer of grant applications, grant agreements and other contracts with the State of Wisconsin and United States government, when required.

**Sponsors:** Regina M. Vidaver, MGR Govindarajan

**Indexes:**

**Code sections:**

**Attachments:**

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|
| 8/5/2025 | 1 | COMMON COUNCIL | Adopt unanimously under suspension of MGO 2.055 | Pass |
| 7/17/2025 | 1 | Attorney's Office | RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF MGO 2.055 | |

## Fiscal Note

The resolution authorizes the Mayor to be the City's single signer for contracts, agreements, grant applications, and related forms with the State or federal government in instances where the State or the federal government requires a single City signer. The resolution would not change existing City processes for authorizing or reviewing agreements. No appropriation is required.

## Title

Authorizing the Mayor to be the single signer of grant applications, grant agreements and other contracts with the State of Wisconsin and United States government, when required.

## Body

WHEREAS, the City frequently enters into agreements with the State of Wisconsin and the federal government as a matter of course, including, among other things, cost-sharing agreements, grants, and other funding agreements; and,

WHEREAS, generally, under City ordinance and policies, the Mayor and the City Clerk sign all contracts entered into by the City; and,

WHEREAS, with technological advances, most contracts are signed electronically; and

WHEREAS, the City has its own internal digital signature application (Accela) used for City signatures and to ensure all legal agreements are reviewed by the appropriate city agencies before final signature; and,

WHEREAS, the State of Wisconsin now requires the use of Docusign® and has asked the City to designate one authorized signer on all agreements. Likewise federal agencies require grantees to sign applications and grant agreements using online portals such as Grants.gov, typically with only one line for one person to sign

on behalf of the City; and,

WHEREAS, to ensure that the City has sufficient authority to execute grant applications and contracts with the State of Wisconsin or the federal government, and to allow for their timely execution, this resolution would clarify that the Mayor is designated as the City's single, authorized signer when required.

NOW THEREFORE, BE IT RESOLVED, that when the Mayor and City Clerk have been, or are, authorized to sign contracts or agreements with agencies of the State of Wisconsin or the federal government, if the State or the federal government requires a single City signer, the Mayor is authorized to execute such contract or agreement on behalf of the City after it has been reviewed and approved by all other necessary city departments and the City Attorney. This authorization only designates the Mayor as the person to sign on behalf of the City, instead of the Mayor and the City Clerk together, and is not sufficient, on its own, to authorize the making of the agreement, which still requires specific authorization by the Common Council as provided for under APM 1-1.

BE IT FURTHER RESOLVED that when a single signer is required for online grant applications and related forms with the state or federal government, the Mayor is also authorized to be the City's single signer, after review and approval by the City Attorney and with proper authorization.



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