

RESOLUTION NO. 15-04

**A RESOLUTION DESIGNATING A PUBLIC RECORDS OFFICER AND RECORDS COORDINATORS WITHIN SPECIFIC DEPARTMENTS**

**WHEREAS**, The City Council of the City of Kettle Falls, Washington has determined that it is in the best interests of the City to formally designate a Public Records Officer; and

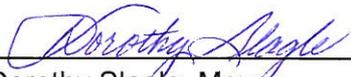
**WHEREAS**, The City Council has also determined it is in the best interests of the City to formally designate a Records Coordinator for the Public Works Department and Police Department;

**NOW, THEREFORE, BE IT RESOLVED** the City of Kettle Falls hereby designates the following positions:

Public records Officer	Clerk/Treasurer Raena Hallam
Public Works Department Records Coordinator	City Superintendent Joel Gassaway
Police Department Records Coordinator	Police Clerk Melissa Stanard

Approved by the City Council at their regular council meeting held on October 10, 2015.

Approved:

  
\_\_\_\_\_  
Dorothy Slagle, Mayor

Attest:

  
\_\_\_\_\_  
Raena L. Hallam, Clerk/Treasurer

Approved as to form:

  
\_\_\_\_\_  
Charles P. Schuerman, City Attorney  
*McGRANE + SCHUERMAN, PLLC*

The foregoing resolution was presented for adoption by Council Member Jesse Garrett and seconded by Council Member Dale Drake. Upon a vote, there were 5 ayes, and 0 nays and 0 absent.