

**Subject: City Council Action Item - Acting City Clerk Designation**

<b>Meeting Date:</b> March 23, 2026	
<b>Submitted/Presented by/Department:</b> Dan Nowicki, Assistant City Manager	
<b>Action Type</b>	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Other:
<b>Action</b>	
Approve a resolution designating Daniel Nowicki, Assistant City Manager, as Acting City Clerk until the city has a permanent City Clerk hired.	
<b>Background</b>	
The West St. Paul City Charter requires the City Clerk to fulfill certain legal requirements. While the city is in the process of hiring a new City Clerk, there will be a gap between offboarding the previous City Clerk and onboarding the replacement that those duties will need to be fulfilled. The City Manager is recommending that Assistant City Manager, Dan Nowicki serve as the Acting City Clerk in the interim.	
<b>Attachments</b>	
Resolution - Designate Assistant City Manager to Serve as Acting City Clerk	
<b>Previous Relevant Actions</b>	
<b>Alternatives</b>	
<b>Financial</b>	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund:	
Department:	
Account:	
Amount:	