

## **Authorizing Resolution Information:**

### **Has your Authorized Representative changed?**

Local governments participating in the recycling grant program -- also called Responsible Units -- must submit to the DNR a resolution approved by the governing body of the government that designates one representative to submit a recycling grant application and sign necessary documents.

The authorized representative must be either an employee or an official of the responsible unit. This may be accomplished in one of two ways. On the resolution you may name a person, or you may name a position or office, such as "town clerk," as the responsible unit's authorized representative.

**Person** If you name a person, and that person later leaves his/her position or office, you must pass a new resolution to authorize another person to act as the authorized representative of the responsible unit.

**Office/Position** If the resolution names an office or position and there is subsequent turnover in that office, you do not need to pass a new resolution.

If the authorized representative for your RU has changed, your current authorizing resolution may not be valid. **It is important that you update this resolution and provide a copy to the DNR prior to submitting the 2012 grant application.**

If you have questions about your Authorizing Resolution, please contact Diane Glodoski at (608)-264-8902 or [diane.glodoski@wisconsin.gov](mailto:diane.glodoski@wisconsin.gov)

---

**See Page 2, Sample Authorizing Resolution**

**SAMPLE OF AN AUTHORIZING RESOLUTION**

Municipality Code \_\_\_\_ - \_\_\_\_

The following sample resolution is a model for the authorizing resolution required of all responsible units. The resolution will authorize the representative to file the Recycling Grants to Responsible Units grant applications. The representative must be an official or employee of the responsible unit.

**RESOLUTION**

WHEREAS, \_\_\_\_\_ hereby requests financial assistance under  
(name of responsible unit)

s. 287.23 and 287.24, Wis. Stats., Chapters NR 542, 544 and 549, Wis. Admin. Code, for the purpose of planning, constructing or operating a recycling program with one or more components specified in s. 287.11(2)(a) to (h), Wis. Stats.,

THEREFORE, BE IT RESOLVED, that \_\_\_\_\_ HEREBY AUTHORIZES  
(name of responsible unit)  
\_\_\_\_\_, an official or employe of the responsible unit, to act  
(authorized representative)

on its behalf to: Submit an application to the Department of Natural Resources for financial assistance under s. 287.23 and 287.24, Wis. Stats., Chapters NR 542, 544 and 549, Wis. Admin. Code;

Sign necessary documents; and

Submit a final report.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

I hereby certify that the foregoing resolution was duly adopted by \_\_\_\_\_

at a legal meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

