**Sample Wording for Certifying Copy of Minutes**

{letter Head}

CERTIFIED TRUE COPY (OR THE EXTRACT) OF THE MINUTES OF THE MEETING OF THE MAYOR AND COUNCIL OF THE CITY OF \_\_\_\_\_\_\_\_\_\_\_\_ HELD ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ A.M. AND DULY ADOPTED ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Seal

CITY CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the City of \_\_\_\_\_\_\_\_\_\_\_ council meeting held on <date> .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

City Clerk Date

SEAL