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FINANCE & RECORDS

Memo

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director

Date: May 15, 2017

Re: Resolutions and Related Forms for Change in Authorized Signers for City Bank Accounts

Introduction and Background

The City has checking, money market and savings accounts with First National Bank, CBI Bank and Trust, and Community Bank. The authorized signers for the City's checking accounts are the Mayor and City Administrator. For investments and bank transfers the authorized individuals are the Finance Director, the Accounting Supervisor, and the City Administrator.

Recommendation

With Diana L. Broderson no longer serving as mayor as of May 12, 2017, her name needs to be removed from the various City accounts and the authorized signor changed on an interim basis to Robert C. Bynum Jr. as Mayor Pro Tem.

With this change new corporate resolutions and related forms are required by the respective banks to update the authorized individuals on the City's various bank accounts. Please include this request to approve the banking resolutions and related documents on the agenda for the May 18, 2017 meeting. Please contact me if you have any questions or need additional information.