



AGENDA ITEM #10.9

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: July 7, 2020

Subject: Authorizing Mayor Pro Tem to Sign Checks and Bank Documents

Report: The City's policy requires two signatures on bank transactions and checks issued by the City. The Mayor and City Administrator are authorized signers for the City. Upon my resignation, I am recommending that the Mayor and Mayor Pro Tem be authorized signers for the City until a City Administrator is hired.

Council Action Requested: Council motion authorizing Mayor Pro Tem Cheri Seils to sign City issued checks and bank documents until a City Administrator is hired.