

AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: November 30, 2023
RE: Approval to Update Account Signatories, Designation of Electronic Banking Administrator, and Designation of City Investment Officer

For the Agenda of December 4, 2023.

Background With the retirement of Deputy Clerk Sarah Schumacher, the departure of Treasurer and Finance Director Shannon Sirpilla, and the departure of DDA Chair Jim Allen, we need to update our bank signatories.

A complete review of all of the City's bank accounts has been completed and is summarized for the Commission's review on the attached spreadsheet. The City Commission is asked to approve the new list of signatories and designate Treasurer & Finance Director Vicki Corlew as the Electronic Banking Administrator, and the city's Investment Officer, and authorize Vicki Corlew, Jennifer Kinberg, and Ken Hibl as banking signatories.

Issues & Questions Specified Should the City Commission approve the list of signatories, designate Vicki Corlew as the Electronic Banking Administrator and the city's Investment Officer, and authorize Vicki Corlew, Jennifer Kinberg, and Mr. Ken Hibl as banking signatories?

Alternatives

1. Approve the list and the designation.
2. Direct that the list of signatories be amended.
3. Do not approve the list of signatories.
4. Defer/delay the decision of this matter to a subsequently scheduled City Commission meeting.

Financial Impact There is no financial impact, however, it is essential to update the authorized signatories to ensure our ability to conduct the City's banking business.

Recommendation The recommendation to the City Commission is to approve the updated account signatories and designate Vicki Corlew as the Electronic Banking Administrator and the city's Investment Officer, and authorize Vicki Corlew, Jennifer Kinberg, and Ken Hibl as banking signatories by the adoption of Resolution 2023-099.

Attachments

1. Bank Account Listing.
2. Resolution 2023-099.

		Treasurer/Finance Director	Deputy Treasurer	Clerk	Deputy Clerk	DDA Board	City Manager
HUNTINGTON		Vicki Corlew (810) 908-8066 vcorlew@cityofclare.gov	Cheryl Coon (616) 299-8941 ccoone@cityofclare.gov	Diane M Lyon (989) 854-4428 dlyon@cityofclare.gov	Jennifer Kinberg (989) 329-5092 jkinberg@cityofclare.gov	Ken A. Hibi (989) 386-4469 khibl@chartermi.net	Jeremy M Howard (989) 621-1688 jhoward@cityofclare.org
Cell #							
	TAX COLLECTION ACCCOUNT	5510	X	X	X	X	X
	CONSOLIDATED (POOLED CASH)	5879	X	X	X	X	X
	DDA ACCOUNT	6292	X	X		X	X
	ACH RECEIPT ACCOUNT	7686	X	X	X	X	
	2012 BOND RESERVE ACCOUNT	0462	X	X	X	X	
	2012 USDA BOND RRI ACCOUNT	0475	X	X	X	X	
	2014 RD SEWER BOND RRI RESERVE ACCOUNT	0889	X	X	X	X	
	2014 RD SEWER BOND PMT RESERVE ACCOUNT	0915	X	X	X	X	
	2014 RD WATER BOND PMT RESERVE ACCOUNT	0928	X	X	X	X	
	2014 RD WATER BOND RRI RESERVE ACCOUNT	0931	X	X	X	X	

RESOLUTION 2023-099

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A CHANGE OF ALL REQUISITE ACCOUNT SIGNATORIES, APPOINTING AN ELECTRONIC BANKING SYSTEM ADMINISTRATOR, AND DESIGNATING THE CITY INVESTMENT OFFICER.

WHEREAS, the City of Clare must maintain multiple bank accounts to conduct its daily business with all of said accounts requiring signatories approved by the City Commission; and

WHEREAS, due to multiple staffing changes within the City, it is necessary to update the existing list of account signatories; and

WHEREAS, all banks holding said accounts of the City require a formal, approved list of signatories; and

WHEREAS, the Clare City Commission is the approval and decision authority for approving the list of requisite signatories concerning said bank accounts.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves the list of signatories by account title, said account, and signatories listed on an attachment to this Resolution, with said approval being effective this date and to remain effective until further amended and approved, or rescinded by the Clare City Commission.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Clare hereby appoints Vicki Corlew, City Treasurer & Finance Director, as the City's Signatory and administrator of the Electronic Banking system which is used by the City to affect the payment of federal and state withholding taxes and other electronic banking transactions, and as the City's designated Investment Officer.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 4th day of December 2023.

Diane Lyon, City Clerk