

  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: January 4, 2021  
Item No.: 9.d

Department Approval

*Michelle Pietrick*

City Manager Approval

*Pat Trudgeon*

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Item Description: Designation of Official Bank Signatories for 2021 and Delegating Electronic Funds Transfer Authority for 2021

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1 **BACKGROUND**

2 State Statute requires the City to designate officials with the authority to sign checks for payment of  
3 goods and services. This includes checks processed through the City's payroll and accounts payable  
4 systems. State Statute also requires that the City delegate authority to make electronic funds transfers to  
5 a designated business administrator or chief financial officer.

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7 Traditionally, the Mayor, City Manager, and Finance Director have been designated as the city's official  
8 signatories and the Finance Director has been delegated electronic funds transfer authority.

9 **POLICY OBJECTIVE**

10 The designation of official bank signatories and authority to make electronic funds transfers is required  
11 under State Statute.

12 **FINANCIAL IMPACTS**

13 Not applicable.

14 **STAFF RECOMMENDATION**

15 Staff Recommends that Mayor Dan Roe, City Manager Pat Trudgeon, and Finance Director Michelle  
16 Pietrick be designated as official signatories for 2021 and that Finance Director Michelle Pietrick be  
17 delegated the authority to make electronic funds transfers for 2021.

18 **REQUESTED COUNCIL ACTION**

19 Adopt the attached resolution designating the Mayor, City Manager, and Finance Director as official  
20 signatories for 2021 and that Finance Director Michelle Pietrick be delegated the authority to make  
21 electronic funds transfers for 2021.

22 Prepared by: Jason C Schirmacher, Assistant Finance Director

23 Attachments: A: Resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2021  
24 and the Finance Director Michelle Pietrick be delegated the authority to make electronic funds transfers  
25 for 2021.

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**EXTRACT OF MINUTES OF MEETING  
OF THE CITY COUNCIL  
CITY OF ROSEVILLE  
RAMSEY COUNTY, MINNESOTA**

32 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,  
33 County of Ramsey, Minnesota was duly held on the 4th day of January, 2021 at 6:00 p.m.

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35 The following members were present: \_\_\_\_\_. The following were absent: \_\_\_\_\_

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37 Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

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39 **RESOLUTION NO. \_\_\_\_\_**

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41 **RESOLUTION OF DESIGNATION OF BANK SIGNATORIES AND DELEGATING**  
42 **AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS**

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44 NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville that the following  
45 persons are designated official signatories for the City of Roseville for 2021:

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47 ❖ Daniel J. Roe, Mayor  
48 ❖ Patrick Trudgeon, City Manager  
49 ❖ Michelle Pietrick, Finance Director

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51 BE IT FURTHER RESOLVED, by the City Council of the City of Roseville DOES HEREBY  
52 DELEGATE AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS TO THE Finance  
53 Director for fiscal year 2021.

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55 The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and  
56 upon a vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_, and the following  
57 voted against the same: \_\_\_\_\_

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59 Whereupon said resolution was declared duly passed and adopted.  
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STATE OF MINNESOTA            )  
                                          ) SS  
COUNTY OF RAMSEY            )

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 4th day of January, 2021 with the original thereof on file in my office.

WITNESS MY HAND officially as said Manager and the corporate seal of the City this 4th day of January, 2021.

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Patrick Trudgeon  
City Manager

(SEAL)