



## **Staff Report**

For City Council Meeting - 3/3/2021

### ***Subject - New Business - Columbia Bank Account Signer***

**Synopsis:** The City of Gearhart can have a total of (4) signers on the bank account. Historically, the City Administrator, the Treasurer, the Mayor, and the Council President are given the authority to sign checks. Columbia Bank has requested a copy of Council meeting minutes specifically stating changes to account signers. In order to meet their requirements, the following script should be read aloud and approved:

*"I move Mayor Paulina Cockrum and Council President Kerry Smith be added as signatories to the City of Gearhart Columbia Bank account(s), and previous Mayor Matt Brown be removed. City Clerk Gail Como is in attendance to record this motion."*

#### **Council Options:**

- 1) Council makes a motion per the script above;
- 2) Take other action desired by the Council;
- 3) Do nothing.

**Recommendation:** Staff recommends the Council move to add and remove account signers per the script above.

**Legal Analysis:** N/A

**Financial Analysis:** N/A

Respectfully submitted,

Chad

**ity of Gearhart signers**

message

ad Calhoun <CCalhoun@columbiabank.com>  
: Gail Como <info@ci.gearhart.or.us>, Sheri Russell <SRussell@columbiabank.com>

Fri, Feb 19, 2021 at 11:42 A

Hello Gail,

For the City of Gearhart account at Columbia Bank this is what I will need from you all:

1. To add signers we need to have minutes from you that says who will be on the account and their title's.
2. Please let it say who would be coming off the account.
3. Who will be the secretary?

Once I get this information, I can get your account set up for all to come in and sign for the account.

If you have any questions please let me know.

Thank you for your time on this matter,

Chad Calhoun  
Personal Banker

Seaside Branch  
301 Ave A, P.O. Box 938  
Seaside, Or 97138  
VMLS ID #2016436

**Direct:** 503-738-8445 | **Fax:** 503-738-7057 | **Website:** ColumbiaBank.com



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