



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / December 2, 2025

SUBJECT: Resolution Authorizing Signatories for the City's Financial Accounts

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/25/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-43 authorizing signatories for the City's financial banking and investment accounts.

Overview / Background

One of the internal controls in place on the City's checking account is the requirement of two signatures for checks prepared in an amount \$5,000 or greater. Due to the limited size of City offices and segregation of duty purposes, internal controls include having the City Clerk act as the primary check signer for checks prepared by the City Administrator, with the Public Works Director, Mayor, or Mayor Pro-Tempore serving as the second signature as needed. The City Administrator remains an authorized signer on accounts at all times solely to be prepared in the event it may be necessary for the Administrator to sign checks or documents in the absence of another available signer.

The appointment of new City Administrator Amanda Nowezki effective November 24, 2025 warrants updating the list of approved signatories for the City's financial banking and investment accounts, as proposed in the attached Resolution for the Council's consideration. Upon receipt of a certified copy of the Resolution, MidCountry Bank will prepare signature documents that each of the authorized check signers must, upon proper identification, sign in the presence of a bank official at the 1964 Wayzata Boulevard W location. City staff will communicate when the signature documents are available for authorized signatories to complete.

The attached Resolution would also update authorized signatories for the City's investment account at Oppenheimer & Co. Inc. for the purpose of managing the City's investments. Again, staff will notify authorized signers once an updated signature certificate is available for their signatures. A certified copy of the Resolution identifying authorized account signatories will be forwarded to Oppenheimer & Co. Inc. along with the fully executed signature certificate to complete the update of authorized signers.

Supporting Information

- Resolution No. 2025-43