



Memorandum

Meeting Details: June 10, 2026

Prepared For: Hon. Mayor Brooks & Board of Commissioners

Staff Contact: Andrew Laflin, Finance Director

Subject: Resolution 2026-05 – Designation of Authorized Bank Signatories

Background

Resolution 2025-10, adopted by the Board of Commissioners, designated Clint Belk (Acting City Manager), Patrick Cade (Assistant Finance Director), and Karen Paulson (Payroll/Financial Coordinator) as authorized signers of banking documents for the City of Madeira Beach. Clint Belk is no longer serving as Acting City Manager, necessitating an update to the authorized signatory list. Additionally, Karen Paulson's title has changed to Finance Operations Manager. The City desires to maintain three authorized signatories at all times, with each banking instrument required to be co-signed by two (2) of the designated persons. Resolution 2026-05 repeals Resolution 2025-10 and designates the following individuals as authorized signers: Michael Helfrich (City Manager), Patrick Cade (Assistant Finance Director), and Karen Paulson (Finance Operations Manager). Exhibit A to the resolution contains the signatures of each authorized signer for submission to all participating banks.

Fiscal Impact

There is no fiscal impact associated with this action. The change in authorized signatories is an administrative update required as a result of personnel changes and does not involve any new expenditure of City funds.

Recommendation(s)

Staff recommends that the Board of Commissioners adopt Resolution 2026-05, designating Michael Helfrich (City Manager), Patrick Cade (Assistant Finance Director), and Karen Paulson (Finance Operations Manager) as authorized signers of banking documents for the City of Madeira Beach, and repealing Resolution 2025-10 and any other resolutions in conflict therewith.

Attachments

- Resolution 2026-05 – Designation of Authorized Bank Signatories (with Exhibit A)