



To: Mayor and Council  
From: Jay Brunvand  
Date: May 1, 2024  
Agenda Item: Resolution 19 – Series 2024 Check Signers

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**REQUEST:**

Staff is requesting the Council to approve Resolution 19 – Series 2024.

**INTRODUCTION:**

The Town appoints four Town officials, the Mayor, two Council Members, and the Town Manager as check signers. With the April Election, Terry Armistead stepped down from the Council and a Council Member needs to be appointed. Historically, one of the Council Members is the Mayor Pro Tem. At the April 3 meeting, Eric Gotthelf was appointed as the Mayor Pro Tem and has agreed to be a signer. Following this direction, staff has set in motion this appointment with our bank, FirstBank, securing the necessary paper work required by the bank.

It is important to note that for security and ethical concerns, the Town Treasurer does not sign checks since that position writes checks for AP and PR, transfers funds, reconciles the monthly bank statements, and drafts the annual budget and audit. All checks written require TWO signatures. Having the full compliment of four signers allows for timely collection of signatures.

**ANALYSIS:**

N/A

**COMMUNITY INPUT:**

N/A

**BUDGET / STAFF IMPACT:**

N/A

**STRATEGIC PLAN ALIGNMENT:**

In accordance with Strategy #1 to practice fair, transparent, and communicative local government.

**RECOMMENDED ACTION OR PROPOSED MOTION:**

This item is included within the Consent Agenda and no separate motion is required.

**ATTACHMENTS:**

- Resolution 19 – Series 2024

TOWN OF MINTURN

**RESOLUTION NO. 19 – SERIES 2024**

A RESOLUTION CONCERNING BANKING PRACTICES FOR THE TOWN  
OF MINTURN

**WHEREAS**, Pursuant to the Town of Minturn’s banking institutions policies and practices it is requested and required that Town Council make certain authorizations following a municipal election or when a change of positions on the Council or in Staff warrant.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO THAT THE FOLLOWING FOUR INDIVIDUALS ARE HEREBY AUTHORIZED TO SIGN CHECKS WITHDRAWN ON FUNDS FROM THE TOWN’S CHECKING ACCOUNT(S) AND SAVING ACCOUNT(S) AND INVESTMENT ACCOUNT(S):**

Earle Bidez	Mayor
Eric Gotthelf	Council Member
Gusty Kanakis	Council Member
Michelle Metteer	Town Manager

**INTRODUCED, READ, APPROVED, RESOLVED, AND ADOPTED this 1<sup>st</sup> DAY OF MAY, 2024.**

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**EARLE BIDEZ, MAYOR**

**ATTESTS:**

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**JAY BRUNVAND, TOWN CLERK**