

**MINUTES OF THE SPECIAL COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY DECEMBER 10, 2015  
IN THE BOROUGH ASSEMBLY CHAMBERS**

**I. MEETING CALLED TO ORDER**

Mayor Pat Branson called the meeting to order at 7 p.m. Councilmembers Laura B. Arboleda, Charles E. Davidson, Gabriel T. Saravia, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. Councilmember Randall C. Bishop was absent. City Manager Aimée Kniaziowski, City Clerk Debra L. Marlar, and Deputy Clerk Michelle Shuravloff-Nelson were also present.

**II. PUBLIC COMMENTS ON AGENDA ITEM ONLY**

None

**III. RESOLUTION 2015–37, RESCINDING RESOLUTION NO. 2010–13 AND AUTHORIZING OFFICERS AND OTHER EMPLOYEES TO TRANSACT BUSINESS RELATED TO THE CITY’S FIRST NATIONAL BANK OF ALASKA ACCOUNT**

The City currently uses First National Bank of Alaska for banking purposes. The First National Bank of Alaska is requesting updated signature forms to include manual and facsimile and/or electronic signatures. The Finance Department and City Manager are also requesting to add the Deputy City Manager for authorization of endorsing checks and business transactions related to City credit cards. In addition, this resolution authorizes the Finance Director to obtain deposit account information and place stop payments.

Councilmember Walker MOVED to adopt Resolution No. 2015–37.

Councilmember Whiddon asked for clarification on the City check signers and inquired which signatures are currently printed on the checks. Finance Director Mayes said the City Manager and Mayoral signatures are presently on the checks, and she shared the procedures for internal controls and the need for additional check signers for emergency purposes.

Mayor Branson indicated her signature should not be placed on checks unless she has the opportunity to review each check. She stated her preference that the Finance Director sign checks.

Councilmember Whiddon indicated that the two check signers should be from different departments for internal controls.

The roll call vote was Councilmembers Arboleda, Davidson, Saravia, Walker, and Whiddon in favor. Councilmember Bishop was absent. The motion passed.

**IV. ADJOURNMENT**

Councilmember Davidson MOVED to adjourn the meeting.

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The roll call vote was Councilmembers Arboleda, Davidson, Saravia, Walker, and Whiddon in favor. Councilmember Bishop was absent. The motion passed.

The meeting adjourned at 7:20 p.m.

CITY OF KODIAK



MAYOR

ATTEST:



CITY CLERK

Minutes Approved: January 14, 2016

