

COUNCIL AUDIT COMMITTEE MEETING MINUTES OF JANUARY 30, 2017

A meeting of the City Council Audit Committee was held on Monday, January 30, 2017 in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, MI 49660.

MEMBERS PRESENT: Roger Zielinski, Erin Pontiac, Jim Smith

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager Thad Taylor, Finance Director Ed Bradford

Call to Order – Chair Roger Zielinski called the meeting to order at 9:00 a.m.

Public Comments - None

Annual Organizational Meeting – Reviewed the roll of the committee. Finance Director provided a brief history of Audit Committee past practice of reviewing invoices following payment and receiving invoice reports. City Council revised the Council Guidelines a couple of years ago to follow the Government Finance Officers Association’s best practices for Audit Committees (copy provided). All Councilmembers receive invoice reports now.

Discussed past practices, member concerns and questions, the Open Meetings Act, budget amendments and that Department Directors are responsible for individual line items in their budgets. Goal is for the efficient use of time and transparency.

Mayor Smith will remind and reinforce with all councilmembers that it is their responsibility to review the invoice and financial reports received in their agenda packets; not just Audit Committee members. Should a councilmember have a question on a report, it should be forwarded to the City Manager by noon on Monday so that it can be addressed at the Tuesday Council meeting.

Regular meetings of the Audit Committee were not scheduled but will be called based on need. A meeting will be scheduled for June/July each year for a preliminary meeting with the auditor prior to them starting the annual audit process. Another meeting will be scheduled once the draft audit is ready for committee review and recommendations to City Council.

Adjourn - The meeting adjourned at the Call of the Chair at approximately 9:50 a.m.

Cynthia J. Lokovich, CAP-OM
Executive Secretary