

**COUNCIL AUDIT COMMITTEE
MINUTES OF NOVEMBER 13, 2018**

A meeting of the City Council Audit Committee was held on Tuesday, November 13, 2018 in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, MI 49660.

MEMBERS PRESENT: Roger Zielinski, Lynda Beaton, Erin Pontiac

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager Thad Taylor, Finance Director Ed Bradford, Deputy Treasurer Angie Rabb

Call to Order – Chair Roger Zielinski called the meeting to order at 1:30 p.m.

Public Comments - None

Request for Proposals – Finance Director Ed Bradford provided an overview of the RFP responses received for City audit services. Mr. Bradford and Ms. Rabb provided background experience for the current auditing firm.

Following discussion, *MOTION* was made by Erin Martin Pontiac, second by Lynda Beaton, that the Audit Committee recommends the firm of Anderson Tackman & Company PLC for a five-year term, with a three-year extension option for City audit services. Voice vote/motion carried.

CONSENSUS: Staff will forward this item for full council consideration in December.

Annual Report to Council – A draft annual report was prepared by staff and reviewed by the Audit Committee. The annual report will have 2018 meeting minutes attached and the draft will be amended to reflect actions taken today.

Staff is working with the auditor to finalize the audit. Audit numbers are needed to meet information requirements for Rural Development.

CONSENSUS: The Annual Audit Committee Report will be presented to Council in December in conjunction with the auditor's presentation of the June 30, 2018 audit. The new audit contract will also be considered that same evening.

Next Meeting – No further meetings were scheduled for 2018. A meeting will be scheduled for August 2019 prior to the auditor's field work.

Adjourn – Motion to adjourn by Erin Martin Pontiac, second by Lynda Beaton to adjourn at 1:50 p.m.

Cynthia J. Lokovich, CAP, OM
Executive Secretary