

The Minutes of the City Audit Advisory Board held Wednesday, April 18, 2012 at 2pm

Call to Order

The meeting of the Audit Advisory Board was called to order by Mike Justus, Board Chair, at 2pm. This meeting was held in Conference Room 303, which is located on the third floor of the City/County Building.

Attendance

Present: Peggy Tharnish, City Controller; Jamie Phillips, Assistant to Steve Hubka; Marcee Brownlee, Assistant City Attorney; Board Members: Mike Justus; Barbara Arendt, Gerry Finnegan, Todd Blome and Jason Christenson.

Absent: Board Member: Jim Mastera

Others Present: Vince Mejer, Purchasing Agent; Fran Mejer, Business Manager of Public Works; Roger Figard, City Engineer; Coby Mach and Michael Koberlein from LIBA.

Note Open Meetings Law

Mike made note of the Open Meetings Act posted on the wall of the conference room.

I. Approval of March 5, 2012 and March 21, 2012 board minutes

Mike asked for approval of the March 5th and March 21st board minutes. Barbara moved approval, which was seconded by Todd. AYES: Barbara, Todd, Jason, Gerry and Mike. NAYS: None; ABSENT: Jim; Motion carried, 5-0.

Next Michael explained that the Engineering Staff is in attendance; however, they have a budget meeting scheduled that they must attend to. So he suggested tabling Item 2 and starting with Item 3 so they could be in attendance if the group had any questions for them. Gerry made the motion to table Item 2 and start with Item 3, which was seconded by Todd. AYES: Barbara, Todd, Jason, Gerry and Mike. NAYS: None; ABSENT: Jim; Motion carried, 5-0.

II. Transmittal Letter to Council – StarTran Report

Michael passed around a draft transmittal letter for the group to review, which is in response to the StarTran Audit. The group continued to review the letter and they made additions to it as well. After all the changes were made, Michael asked if there was a motion to approve the transmittal letter to make it final. Gerry moved the motion, which was seconded by Todd. AYES: Barbara, Todd, Jason, Gerry and Mike. NAYS: None; ABSENT: Jim; Motion carried, 5-0.

Michael asked Jamie to send the transmittal letter along with the attachments to the City Council and the Mayor. Jamie said she will submit it to the Council office to be placed in their council packets, send a copy to the Mayor's office, and place the original on file in the City Clerk's office, as the code directs.

III. Continue Discussion on Engineering Charges RFP

Mike asked if the group had any questions of the Engineering Staff, in which they did not. The group discussed how they heard conflicting ideas from Peter Katt and Coby Mach at their last meeting on what the audit should be looking for vs. what the resolution is asking them to do in the audit. Jason suggested inviting Adam Hornung back to the group so they could ask him what he is really wanting out of the audit. The group agreed with Jason's suggestion and Michael asked Peggy to notify Adam and invite him to the next meeting.

IV. Continue Discussion on Suggestions of City Code Revisions

The group decided to continue their discussion on their suggestions of City Code Revisions at the next Audit Board meeting.

V. Set the next Audit Advisory Board meeting

The next board meeting is scheduled for May 9th at 2pm in Conference Room 303.

VI. Adjournment

Mike called for a motion to adjourn. Todd moved approval, which was seconded by Gerry. AYES: Barbara, Todd, Jason, Gerry and Mike. NAYS: None. ABSENT: Jim. Motion carried, 5-0.

The meeting was adjourned at 3:45pm.

Minutes submitted by: Jamie Phillips