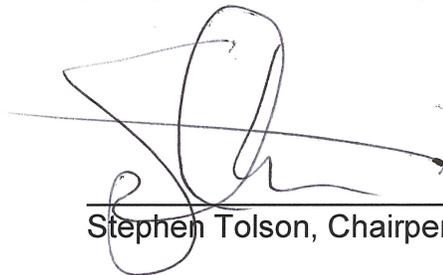
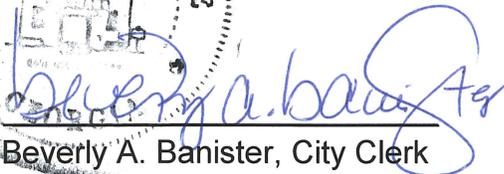


MINUTES
AUDIT SELECTION COMMITTEE MEETING
Conference Room on 1st Floor
Monday, April 29, 2019
4:30 P.M.

1. **CALL TO ORDER:** City Clerk Beverly Banister called the meeting to order at 4:32 pm.
2. **ROLL CALL:** Present were Committee Members City Manager Bob Bolz, Councilmember Mark French, Councilmember Stephen Tolson, City Clerk Beverly Banister. Staff included Finance Administrator Hayden Wiggins.
3. **AMEND AGENDA:** Motion made to amend the agenda to add Appoint Committee Chairperson made by M. French; second by S. Tolson. Vote carried unanimously in favor.
4. **APPOINT COMMITTEE CHAIRPERSON:** Motion to appoint Stephen Tolson as the Chairperson made by M. French; second by B. Bolz. Vote carried unanimously in favor.
5. **ESTABLISH CRITERIA FOR AUDIT FIRM REVIEW PROCESS:** Mark French presented a matrix containing evaluation criteria with scoring to use as a tool for the review process. Discussion followed. Motion to split the Experience category to include Government Experience for a score of 10 each made by M. French; second by B. Bolz. Vote carried unanimously in favor. Further discussion included using the matrix to determine the top three proposals and then to set up interviews; will check with the City Attorney regarding the correct process. Also, a suggestion was made to check the references provided in the proposals; all agreed. A proposal received from Bates, Carter & Company was opened; price proposals will be opened up together at the next meeting. All proposals received through the deadline will be scanned and emailed to each committee member on Friday, 05/03/2019.
6. **ESTABLISH FUTURE MEETING DATES:** Next meeting scheduled for Monday, May 6, 2019 at 4:00 pm.
7. **ADJOURN:** Motion to adjourn made at 5:01 pm by B. Bolz; second by M. French. Vote carried unanimously in favor.



Stephen Tolson, Chairperson

Attested: 

Beverly A. Banister, City Clerk

