

City of Lawrence

Sales Tax Audit Committee

March 4th, 2019 minutes

MEMBERS PRESENT: Linda Jalenak, Amber Nickel, Linda Gwaltney, and Timothy Bateman
MEMBERS ABSENT: Samantha Peterson
STAFF PRESENT: Casey Toomay, Jeremy Willmoth
PUBLIC PRESENT: None

The meeting was called to order at: 4:04 pm

The minutes from the December 17th, 2018 meeting were reviewed. A motion was made by Linda Gwaltney to approve the minutes. The motion was seconded by Linda Jalenak. The motion passed 3-0.

Calls for nomination for Chair were opened. Timothy Bateman nominated Linda Jalenak and the nomination was seconded by Linda Gwaltney. The motion passed 3-0. Linda Jalenak nominated Linda Gwaltney for vice-chair and the nomination was seconded by Timothy Bateman. The motion passed 3-0.

Casey Toomay, Assistant City Manager walked the committee through the By-Laws for the Committee. After some discussion, Timothy Bateman motioned to approve the By-Laws. The motion was seconded by Linda Gwaltney. The motion passed 4-0.

Jeremy Willmoth, Finance Director walked the Committee through the revised 2016 annual report noting some errors in the original report. Linda Jalenak motioned to approve the revised report. The motion was seconded by Linda Gwaltney. The motion was approved 4-0.

Jeremy Willmoth walked the Committee through the 2017 report. Some typos in the report were noted. Timothy Bateman made a motion to approve the report with the revisions noted. Amber Nickel seconded the motion. The motion passed 4-0.

The Committee Established the following schedule for its meetings. The second Monday of the first month of each quarter. For 2019, that will be:

April 8th (Review 1st quarter results)

July 8th (Review 2nd quarter results, 2018 annual report, 2020 budget)

October 14th (Review 3rd quarter results)

January 13th (Review 4th quarter results)

A motion to adjourn was made by Linda Jalenak and seconded by Timothy Bateman. The motion passed 4-0.

The meeting was adjourned at: 5:15 pm.