

**Audit Committee Meeting Minutes
City of Columbia City
May 6, 2025 – 2:30 PM**

Report for Period Ending March 31, 2025

PRESENT: Barbara Gordon, Chair
Rebecca Pickering, Vice Chair
Suella Kovich, Secretary
Rob Forman, Committee Member
Nell Harrison, absent

The meeting was called to order at 2:30 pm by Chair, Barbara Gordon.

The February 18, 2025, minutes were read and accepted: Motion made by Rebecca Pickering, 2nd by Barbara Gordon, and approved unanimously.

The committee thanks Kim Karber, City Administrator, for providing a copy of a cancelled check made out to her for a validation of two signatures other than hers. Additionally, we thank her for providing us with signed and dated copies of the monthly Balance Summary Sheet. We look forward to these practices being continued in future quarters.

The Committee had a lengthy discussion regarding its purpose and effectiveness. The committee has asked Committee member and City Counselor Rob Forman to address the Council regarding this.

Moving forward, we believe the best way to ensure our questions and recommendations are being heard, considered, and acted upon is to present them on the Agenda to the Council as “new business.” We also ask to be in the distribution list of the Council’s minutes each month. The Committee believes this method of communication would be effective for all City committees when communicating to Council.

The committee will continue to provide Minutes of each meeting as well.

The committee reviewed the reports provided and reviewed 15 checks and their supporting documentation. No concerns were noted. Additionally, Rebecca Pickering volunteered to create a list of (unknown) vendors for us to use as a “cheat sheet” when we are reviewing disbursements.

The meeting adjourned at 4:50 pm.

Because of scheduling conflicts, the next meeting will be held on Thursday, September 25, 2025 at 2:30 pm.

Minutes taken by Suella Kovich, Secretary.