



MINUTES

Coburg Finance/Audit Committee Meeting

May 2, 2023 at 5:30 P.M.

91136 N Willamette Street

In-person meeting

PRESENT: Chair Elise Landry, Vice Chair Terry Dawson, Coleen Marshall

STAFF PRESENT: Anne Heath, City Administrator; Gregory Peck, Accountant; City Council Liaison Claire Smith; Bobbi Bengston, LCOG Finance and Operations Specialist

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

1. CALL TO ORDER

Chair Landry called the meeting to order at 5:30 pm.

2. ROLL CALL

A quorum was present.

3. MINUTES REVIEW: January 31st, 2023

Mr. Dawson requested that Ms. Engebretson's name be moved from Committee to Staff.

MOTION: Mr. Dawson moved to accept the Coburg Finance/Audit January 31st, 2023 minutes as amended, seconded by Ms. Marshall. The motion passed unanimously – 3:0:0.

4. Introductions of Gregory Peck and Bobbi Bengston

Anne Heath introduced accountant Gregory Peck and Finance and Operations Specialist Bobbi Bengston, explaining their roles.

5. Review of 1st Qtr, 2023 Financials

Anne Heath presented, stating that the city was doing fine, as of the current numbers.

Ms. Marshall pointed out an error, which was noted by Ms. Heath.

Chair Landry inquired about the fuel tax source. Ms. Heath offered the information. Ms. Marshall wondered if that would increase with summer driving. Ms. Heath responded in the affirmative.

Ms. Heath explained the expenses and gave an overview of the General Fund sheet.

6. Discuss Fiscal Policies and Accounting Procedures

Anne Heath led the discussion. The Committee requested copies of the whole document. The decision by consensus was to continue from page 20 with the goal of completing the document by July, before the new fiscal year.

7. Council Reporting

There was discussion of how restructuring the Finance/Audit Committee as a subcommittee of the Budget Committee would work and whether there were any bylaws to consider.

Council reporting options were discussed.

It was decided by consensus that Chair Landry would write a report and email it to the Committee members for review before submitting it to the Coburg City Council by May 25th.

The report would provide an overview of the Committee's:

- Review of the City Financials
- Ongoing review of financial policies
- Staff Introductions
- Discussion of merging Budget and Finance Committees

8. ADJOURNMENT

Chair Landry adjourned at 6:15 pm.

APPROVED by the City Council of the City of Coburg on this ____ day of _____, 2023.

Elise Landry, Finance Audit Chair

ATTEST:

Sammy L. Egbert, City Recorder