

**READING CITY COUNCIL
SPECIAL MEETING
City Hall Council Chambers
Monday, January 30, 2024 at 6:30 pm**

AGENDA

- 1. Call to Order**
- 2. Pledge to Allegiance**
- 3. Discussion and approval of additional items needed for the USDA Loan for the Michigan/East/Lynn & Strong Street Project.**
 - A. Conflict of Interest Policy**
 - B. Audit Engagement Letter for 2024, 2025 & 2026 FY Audits**
 - C. Commitment of Funds Documentation Including General Obligation Bonds and Payment Information.**
 - D. Any additional business necessary to submit checklist items to USDA.**

MEETING CALLED TO ORDER BY MAYOR MATTHEWS AT 6:30 P.M.

ROLL CALL: Matthews, Penney, VanCamp and Matz

Absent: George

Kimberly Blythe, City Manager/Clerk/Treasurer, also present.

Guests: Chuck George was on ZOOM

-Penney moved, Matz seconded to excuse George from the meeting. Motion Carried (4-0)

Pledge to Allegiance

Conflict of Interest & Ethics Policy

-Penney moved, VanCamp seconded to adopt the Conflict of Interest and Ethics Policy presented.

Roll Call Vote: Yeas- Matz, Penney, VanCamp & Matthews Nays- None Absent-George Motion Carried (4-0)

Audit Engagement Letter for 2024 Audit

-Matz moved, Penney seconded to approve the Audit Engagement Letter for the 2023/2024 Audit in the amount of \$12,025, plus an additional \$6000 for a Single Audit, if one is required due to the timing of funding received from MEDC for the grant and USDA for the Loan.

Roll Call Vote: Yeas- Matz, Penney, VanCamp & Matthews Nays- None Absent-George Motion Carried (4-0)

Commitment of Funds Documentation Including General Obligation Bonds and Payment Information.

This will be completed by Baker Tilly, Financial Services Provider and City

Motion by Penney, seconded by Matz to adjourn the Special Meeting. Motion Carried (4-0)

Meeting was adjourned at 6:46 pm.

Respectfully Submitted,

Kimberly Blythe, City Manager/Clerk/Treasurer
City of Reading