

**Minutes
Finance Committee
December 3, 2018
6:00 PM
4th committee meeting**

Members present were Chairwoman Carol King, Committee members Dale Black and Terry Merritt. Finance Director Holly Abercrombie, HR Director Mark Putnam, Chief Bryan Turner, and City Administrator Brandon Madden were also present.

1. Call to order- Chairwoman King
2. Public comment- None
3. Reading and approval of minutes- November 5, 2018
Councilman Black made a motion to approve the minutes with Councilman Merritt seconding. The vote was unanimous (3-0).
4. Reports or communications from city officers
 - a. Budget Review- Councilman Merritt saw that HR bought a time clock for the Sports Center and has the You Attend software monthly fee on his credit card. Mark said the one on his card is from Public Works. When Gary left, his credit card was disabled and the fee was put on Mark's card. Once a Public Works Director is hired, the fee will be put on his or her card and taken off of Mark's.

Councilman Merritt asked if the Sports Center time clock would be charged to 451, Sports Center. Holly answered yes.
 - b. Department report- Mark reported that the benefits enrollment is going well. The employees like seeing the bottom line dollar amount per paycheck that will be deducted.

The last lunch and learn for the year will be Wednesday. The employee Christmas luncheon will be next Wednesday. Both are at 11:30 a.m.
5. Unfinished business- None
6. New business
 - a. Discussion on standing committee rules

The standing committee rules were last amended April 16, 2018. The cultural center was moved from recreation to economic planning and development. Under 11 on page 5, we added to the end “or any contractor or vendor working for the city.”

Councilman Merritt had a question on page 2 under the assignment for committees. We have heard recently that if something is on building grounds, public works is in charge of it. He would like to talk about this issue. It states in the standing committee rules “Matters relating to streets, drainage, sanitation, sanitary sewers, vehicle maintenance, and maintenance of parks, fields, bikeways, greenways, and city-owned buildings and grounds.” After the vehicle maintenance we list six things public works are in charge of. Grounds is like the grass at city hall. If someone is hired to cut grass, they work for the homeowner. If they want to build a greenhouse out on the grass, the worker has to ask the homeowner for permission. Councilman Merritt would like Public Works to be looked at as the contractor that cuts the grass. They don’t bring anything out of the ground. His opinion is that things like parks, shelters, and playgrounds should be under recreation.

Under Recreation, the rules state “Matters relating to recreation, parks, the senior center, as well as associated programming, events, activities, and associated city sponsored events.” To Councilman Merritt, playgrounds should be included under recreation. If a playground is to be built, he believes that should be under recreation. A shelter on the cultural center grounds should be under Economic Development. He believes the committee rules are being misinterpreted. City Center park is not a park. City Center Drive is a public street. The two playgrounds are on the other side of the cultural center and should be under Recreation.

The picnic shelter and restrooms are being installed because of Beachin’ Fridays and other City events. We need a restroom because having porta potties at those events is not acceptable. The shelter/ restroom construction could fall under economic development or recreation. It is not public works. They are the contractor that cuts the grass, though that doesn’t work because

at City Park there is grass in the playground that staff has been asking for two years to be removed. The contractor should do park maintenance, not bringing buildings out of the grounds just because it is on the grounds. Councilman Merritt said he would like the interpretation of the other members on council. If 6 members agree that the current rules are correct, he will not agree but will go along with the others. If it is determined to be under public works, there are seventeen acres recreation is being blamed for; give it to public works and maybe they can do something about it.

Chairwoman King suggested this be forward to council as information only to get council's input. If council wants this to come back to committee to look at some new wording, then that can be done. She doesn't want to put a lot of work into something until she gets input from council.

Councilman Black agrees with Councilman Merritt. Maintenance is not construction of something. It is something that is already built that needs to be maintained. He said it could be a play on words, but he does see what Councilman Merritt is saying.

Chairwoman King asked Brandon which committee he believes new construction would fall under. He answered that would be administration of a contract. He would say the construction of a building- if it is a recreation building, it would be under recreation. After construction, the maintenance of the building would be under public works. That doesn't mean that if issues arise, it couldn't be placed in either committee.

Councilman Black made a motion to send this item to council for information only. Councilman Merritt seconded the motion and the vote was unanimous (3-0).

- b. Discussion on business license ordinance update- This came up in the last council meeting. In September, the MASC encouraged a business license update relating to the definition of gross income. Our City Attorney agreed and forwarded some information for review. Chairman King said she compared the changes with some other municipalities she works with and it is very similar. Basically this is just an ordinance revision.

Councilman Merritt asked if 10-32 was the model. The 2018 model ordinance is from the MASC. The next page is the suggested version.

Councilman Merritt asked about 10-32 under gross income, the model says fiscal year. Is that important? Holly answered we collect calendar year, so that is what would be put in the ordinance. Councilman Black asked about the requirement for tax returns. Chairwoman King said this was an administrative issue that our City requires. The ordinance says the City may verify gross receipts. Chief Turner said when he was preparing the ordinance, he read something somewhere that we would get a copy of the tax returns. It could be a departmental policy not included in the ordinance.

Councilman Merritt said under classification should say City Council instead of Town Council.

Councilman Merritt made a motion to forward this item to council. 10-32 section definition for gross income will be suggested to be replaced. Councilman Black seconded the motion and the vote was unanimous (3-0).

7. Public comment

Councilman Goodson: Back to the business license and tax returns, I think if you did away with that, a lot of your small businesses would be buying a license in January or February. Many small businesses file an extension and you have to remember in October to bring a copy up there or you get a summons to court. There might be 30 of us in the courtroom waiting for the Judge to show up. I would like to see us not require tax returns. We could use it if we think there is a problem. It causes a problem by doing that.

Chairwoman King said there are other ways to verify income if there is a problem. For example, the number could be compared to the Department of Revenue report.

Councilman Goodson said it causes a mess and people end up in court over a simple oversight.

Chairwoman King asked Mr. Madden to check on that and see if it is a policy to require the income tax returns.

8. Committee concerns- None

9. Adjournment- Chairwoman King adjourned the meeting.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

NOTICE: A majority or quorum of City Council may attend a committee meeting.