

Minutes  
Finance & Policy Committee  
March 1, 2021  
3<sup>rd</sup> committee meeting

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar  
Others present were Finance Director Holly Abercrombie, HR Director Mark Putnam, and City Administrator Brandon Madden

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
  - a. Finance Committee Meeting: February 1, 2021

**Action: Councilwoman King made a motion to approve the minutes with Councilwoman Kuzniar seconding.**

**Vote: The vote was unanimous (3-0).**

4. Reports or Communications from City Officers
  - a. City Administrator Brandon Madden  
Budget Review

Mr. Madden reported the Administration budget is where it should be.

- b. Finance Director Holly Abercrombie  
Budget Review

Ms. Abercrombie said all budgets overall look good.

- c. HR Director Mark Putnam

Mr. Putnam said an online employee engagement survey will be sent out starting tomorrow.

Councilwoman King asked how employees will be encouraged to participate. Mr. Putnam said if they don't have access to email, he will log in for them. He will also have hand-written ones to use.

5. Unfinished Business- None

6. New Business

a. Social Media Policy Update

During its October 21, 2019 meeting, Council approved a workplace privacy/computer and internet use policy. The City has multiple social media platforms that are used to inform the public of City initiatives and communicate with the citizenry. Although the City invites and encourages people to discuss issues affecting the City on its social media sites, there are some posts that are inappropriate. The requested amendment to the policy codifies how inappropriate posts on the City's social media sites will be managed.

Chairman Reynolds would like pornography and nudity moved down towards the bottom of the list.

**Action: Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding.**

**Vote: The vote was unanimous (3-0).**

b. Resolution for 206 Libby Lane

During the historic flooding event in 2015, multiple structures along Libby Lane that were located in the FEMA (Federal Emergency Management Authority) flood zone sustained significant flood damage. Following the following event, the City engaged hazard mitigation consultant Jeff Ward & Associates (JSWA) to manage the purchase and demolition of those properties through a FEMA its hazard mitigation grant program. During the original scope of work in 2017, 206 Libby Lane was not able to be purchased and demolished. Subsequently and prior to the closing of the grant program, FEMA announced additional funds that would allow the city to purchase and demolish the site. Since 2018, staff has been working to settle this project. After negotiations with FEMA, the site has been approved purchase and demolition. The Committee is requested to move to council a resolution to approve the purchase of property located at 206 Libby Lane and to authorize the mayor to execute the contract and any other documents necessary for the purchase of the property.

Councilwoman Kuzniar asked if this was the property where the City will put a passive park. Mr. Madden answered yes.

**Action: Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding.**

**Vote: The vote was unanimous (3-0).**

c. Corporate and Unincorporated Organization Resolution

The City has a financial relationship with NFS, and federal regulation requires personal information (e.g., name, date of birth, address, and a government-issued ID number) of the City's authorized representative prior opening an account. The account is to manage the City's Certificate of Deposits. NFS requires a certified copy of the Resolution adopted by the City's governing body whereby the establishment and maintenance of trading accounts has been authorized.

Chairman Reynolds said he struggles with this because this is a City employee's personal information. He said he would like to look at other accounts because he takes issue with this. Councilwoman King said she understands the concern, but she finds that other institutions will probably require the same information. Chairman Reynolds asked Mr. Madden if the City has looked at other options. Mr. Madden answered no. Ms. Abercrombie said this is the first resolution that we had to bring before Council, but we have had to do this for all of our accounts. Chairman Reynolds said he would like to have one point person, preferably the administrator. He takes employees' privacy seriously.

Councilwoman King said staff could determine who the point of contact will be. Ms. Abercrombie does need to be involved.

**Action: Councilwoman King made a motion to send this item to Council with Councilwoman Kuzniar seconding.**

**Vote: The vote was unanimous (2-1) with Chairman Reynolds dissenting.**

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk