

MINUTES  
FINANCE AND POLICY COMMITTEE MEETING  
APRIL 4, 2022, 6PM  
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD  
1<sup>st</sup> meeting

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar  
Others present: 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 7, 2022

**Motion:** Councilwoman King made a motion to accept 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
    - i. Budget Review- Mr. Madden reported the Admin budget is where it should be.
  - b. Finance Director Holly Abercrombie
    - i. Budget Review- Ms. Abercrombie reported the budgets all look good.
  - c. HR Director Mark Putnam- Mr. Putnam advised committee the employee awards luncheon would be held on April 28<sup>th</sup> at 11:30 a.m.

5. Unfinished Business- There is no unfinished business.

6. New Business

- a. Amendment to Lease Agreement

Pops Creamery makes a monthly payment of \$500 (i.e., 12 months), totaling an annual amount of \$6,000 per the current lease agreement. Pops Creamery has requested to amend the lease agreement to allow for monthly payments of \$600 per month for 10 months a year, totaling an annual amount of \$6,000. This request is due to the fact that the Creamery is closed for two months of the year. There is no financial impact to the City.

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

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

- b. Selection of Auditing Firm for FY 22 Audit

Councilwoman King recused herself and left the room due to a conflict of interest on this item.

The City posted a Request for Proposals to solicit bids for our audit services in February and received three bids. A committee evaluated the proposals and ranked each one. The one receiving the highest evaluation was Scott & Co.

**Motion:** Councilwoman Kuzniar made a motion to send this item to Council with Chairman Reynolds seconding.

**Vote:** The vote was unanimous (2-0).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:12 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk