

FINANCE AND POLICY COMMITTEE MEETING  
DECEMBER 5, 2022, 6PM  
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD  
2<sup>nd</sup> committee meeting

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

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
  - a. Finance Committee Meeting: November 7, 2022

**Motion:** 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 Seth Duncan
    - i. Budget Review

Mr. Duncan stated there would be a Council Goals session scheduled for either January 6<sup>th</sup> or 27<sup>th</sup>.

- b. Finance Director Holly Abercrombie
      - i. Budget Review

Ms. Abercrombie reported the budgets look good. The audit report should be given to Council tomorrow.

- c. HR Director Mark Putnam

Mr. Putnam reported to Council the open enrollment for insurance was done last week. Evergreen Solutions is continuing to work on the comp/class plan. We had a 74.29% return rate on job descriptions.

5. Unfinished Business- There is no unfinished business.
6. New Business
  - a. Election Commission Appointments

**Motion:** Councilwoman King made a motion to send this item to Council to re-appoint the three members to the Election Commission. Councilwoman Kuzniar seconded the motion.

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

b. Purchasing Policy Amendment

The City's Purchasing Policy lacks a provision that requires employees to follow the procurement/purchasing policies of organizations which may provide grant or sponsorship funding to the City. By requiring employees to follow the guidelines and policies of the organization providing the grant funding, the City will reduce the risk of non-compliance by the agencies/entities providing grant funding 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).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:27 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk