

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
MARCH 6, 2023, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
4th AND LAST 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: January 3, 2023

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

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

4. Reports or Communications from City Officers

a. City Administrator Seth Duncan

i. Budget Review

The draft budget has been distributed to Council. Mr. Duncan reminded committee that the budget workshops would be held March 16th and March 30th.

b. Finance Director Holly Abercrombie

i. Budget Review

Ms. Abercrombie reported that revenues and expenditures look good. Property taxes are coming in at a good rate.

c. HR Director Mark Putnam

i. Comp and Class Study

Mr. Putnam gave some information to committee regarding a summary of the comp and class plan and the five recommendations. The plan will be discussed during the budget process.

Councilwoman King thanked Mark for starting this process. She thinks this is a great document and it will help address some of the compression we have within our pay scale.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Cultural Center Copier Contract

In January of 2020, the City contracted with Konica Minolta for several copiers in an effort to consolidate the contracts to one vendor. At the time this was done, there were machines at the Cultural Center, Judicial Department, Sports Center and Senior Center that had newer contracts that could not be bought out because they had several years remaining.

The Cultural Center's copier lease is expiring.

Dex Imaging has submitted two quotes for the copier- one to make this lease co-terminus with the leases approved in January 2020, having them term at the same time, and the other is a 60-month stand-alone lease. Should Council approve the full-term lease to include all service, parts, supplies, and maintenance, the cost for the would be \$240.26 plus tax per month for a 60-month lease. If Council wishes to add the Cultural Center copier to the previous lease approved in January 2020, to end in June 2025, the cost will be \$318.10 per month.

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 7:05 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk