

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
APRIL 3, 2023, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
2nd committee meeting

Committee Members: 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 Minutes- March 6, 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- None

b. Finance Director Holly Abercrombie

i. Budget Review- Ms. Abercrombie reported the budgets look good and property tax revenues are coming in strong.

c. HR Director Mark Putnam- Mr. Putnam reported on the first session of the employee engagement committee. The committee talked about what brought them to the City and opinions on how the City can improve. A committee of different members will meet once a month so a broad view will be received.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Ordinance 1016- Local Revenue Services

The Municipal Association has offered collection programs for certain business license Taxes for years. These programs include the Insurance Tax Collection Program, the Brokers Tax Collection Program, and the Telecommunication Tax Program. The Municipal Association has collectively rebranded these programs as Local Revenue Services and has renamed the three business license programs as the Insurance Tax Program (ITP), the Brokers Tax Program (BTP), and the Telecommunication Tax Program (TTP).

As a result of the Local Revenue Services rebranding and the adoption of new local Business license ordinances under Act 176, the Association is required to update the ordinances and agreement by which municipalities may participate in Local Revenue Services. The rates for the Municipal Association's services will remain exactly the same.

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

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

b. Comp and Class Plan- Mr. Putnam asked committee to forward the recommendation by Evergreen Solutions for its hybrid plan to ensure all employees receive at least a 4% increase. Starting pay for police officers will be \$45,000, starting pay for firefighters would be \$42,000 and all part-time sports center employees making \$10.00 an hour would be increased to \$11.00 per hour. \$538,649.84 would be the cost of the proposal. These changes are being recommended to begin at the end of April, due to projected revenues.

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

Councilwoman King said she is very proud of the compensation plan study and thinks the City should give the employees the raise of at least 4% at the end of April. Our employees deserve this and she is thankful the revenues are there to make this increase.

Chairman Reynolds said he supports this but does not like doing it outside of a budget year.

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

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:38 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk