

**MINUTES**  
**FINANCE AND POLICY COMMITTEE MEETING**  
**SEPTEMBER 5, 2023, 6PM**  
**CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD**  
**3<sup>rd</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 Minutes- August 7, 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  
FOIA Policy

Mr. Duncan reported a FOIA policy revision will be proposed to committee next month to possibly eliminate the portion of the policy that requires each reply must be sent to the City Attorney before release. Most of the requests are for incident and accident reports that could be sent by staff without review. If staff has a question, they will reach out to legal counsel. The Attorney's office agrees with this change.

The Administrator has been in contact with the state regarding our appropriations and some expenditure plans are still being worked on.

b. Finance Director Holly Abercrombie

The Finance Department has accounted for the money that was submitted for year-end overages.

The auditors will be here the first week of October.

c. HR Director Mark Putnam  
Insurance Open Enrollment

Mr. Putnam said the insurance renewal process is complete and there will be a 3% increase this coming year. Open enrollment will be done in early to mid November.

#### FLSA Policy Update

Staff are working on a FLSA/overtime policy. The City's labor attorney is helping with the process and has reduced much of the wording. The policy is so short that it may be able to be included in the personnel policy. Evergreen has also been asked if the revisions will fit with their recommendations.

In regards to the accident review committee for police accidents, it can be used for other employee vehicle accidents, workplace accidents, and accidents that other people may have on our property. More information on this should be coming to committee in November.

Chairman Reynolds said he is very pleased to hear the insurance renewal numbers.

**5. Unfinished Business-** None

**6. New Business-** None

**7. Public Comment-** None

**8. Committee Concerns-** None

**9. Adjournment-** Chairman Reynolds adjourned the meeting at 6:46 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk