

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
OCTOBER 2, 2023, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
1st 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-September 5, 2023

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- The State Accommodations Tax Program Manager spoke with Mr. Duncan and Ms. Abercrombie today on reporting that must be done now. The advisory board will need to be in place by November 2024. The program and procedures will be brought forward to the committee at a later date.

The FLSA policy will come to committee next month.

b. Finance Director Holly Abercrombie- Ms. Abercrombie said the audit started today and is being done remotely. For this year, the financials look as they should.

c. HR Director Mark Putnam- Mr. Putnam reported the evaluation process is about 75% complete. The raises will be seen on the check of October 13th. The fire department did its evaluations as a team effort and had the fairest and most accurate reviews of any department.

Open enrollment for insurance will be November 6-8th.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. FOIA Policy

The current FOIA policy states the City Clerk's Office will compile the information, draft a cover letter listing the information provided, and provide a completed packet to the Legal Department for review. The Legal Department will review the records for any exemptions, make any redactions necessary to the records (or request the department make the redactions), and provide the specific section of the FOIA statute to the City Clerk's Office for inclusion in the response cover letter.

From August 1, 2022, to current, the City has expended \$7,348.50 in FOIA cost legal fees. Staff is asking that the requirement in the current policy to send all FOIA responses to the legal department before release be amended. The majority of FOIA responses are routine police accident and incident reports that can be redacted and released by staff without legal review. If there is a question on document release, staff will contact the City Attorney's office.

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 6:14 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk