

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
MAY 6, 2024, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
5th committee meeting

Committee Members present: Michael Reynolds (Chair), Members Carol King and Taft Matney
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-February 5, 2024

Motion: Councilman Matney 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

Mr. Duncan mentioned the County roads project list. All City resurfacing projects will be handled in either Tier 1 or Tier 2, which are the first projects to be done if approved.

The City will start actively creating a position for an Assistant City Administrator. A job description will be forthcoming.

b. Finance Director Holly Abercrombie-Budget Review

Ms. Abercrombie reported the budgets look good. Revenues are coming in strong.

c. HR Director Mark Putnam

Mr. Putnam advised the employee handbook is almost ready to bring to Committee for consideration.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Ordinance 2023-2024 Budget Amendment

Throughout the year Council has approved various expenditures, projects, and grants. Staff has accumulated all items to present in one budget amendment. Mr. Duncan said there will be a public hearing scheduled for June. The public hearing for the FY25 budget will be this month.

Motion: Councilwoman King made a motion to send this ordinance to Council with Councilman Matney seconding.

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

b. Ordinance 2024-2025 Budget

Chairman Reynolds thanked Council and staff for all the work that has been put into this budget.

Motion: Councilman Matney made a motion to send this ordinance to Council with Councilwoman King seconding.

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

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,
Cindy Miller
Municipal Clerk