

MINUTES
FINANCE AND POLICY COMMITTEE MEETING
SEPTEMBER 3, 2024, 6PM
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
1st committee meeting

Committee Members present were Michael Reynolds (Chair). Councilman Taft Matney joined via Zoom. Councilwoman Carol King was not present. Finance Director Holly Abercrombie, HR Director Mark Putnam and City Administrator Seth Duncan were also present.

1. Call to Order- Chairman Reynolds

2. Public Comment- None

3. Reading and Approval of Minutes

a. Finance Committee Minutes-August 5, 2024

Motion: Councilman Matney made a motion to approve the minutes with Chairman Reynolds seconding.

Vote: The vote was unanimous (2-0).

b. Finance Committee Workshop Minutes- July 1, 2024

Motion: Councilman Matney made a motion to approve the minutes with Chairman Reynolds seconding.

Vote: The vote was unanimous (2-0).

4. Reports or Communications from City Officers

a. City Administrator Seth Duncan- Mr. Duncan reported SOOIE. BBQ Festival will be held next weekend.

b. Finance Director Holly Abercrombie- Ms. Abercrombie advised the committee that the audit will begin at the end of this month.

c. HR Director Mark Putnam- Mr. Putnam told committee the employee evaluation process should be complete by the end of September. He also advised that insurance open enrollment will take place the week of October 21st.

5. Unfinished Business- None

6. New Business

a. Ordinance 1045- Franchise Agreement with Frontier Communications

Frontier Communications is an existing fiber and telecommunications company operating

It was discovered recently during an encroachment permit request that the company did not have a franchise agreement with the City. The agreement as drafted is a standard franchise agreement that allows the company to install fiber connections within the City's rights-of-way and to operate in the City.

As a condition of the franchise agreement, Frontier Communications will pay \$1,000 per year to the City for the privilege of operating in the City. The City will not ask for past payments.

Motion: Councilman Matney made a motion to move this item to Council with a recommendation of approval with Chairman Reynolds seconding.

Vote: The vote was unanimous (2-0).

b. FY 2024 Surplus Plan

The FY 2024 budget has a surplus this year. Staff is recommending \$500,000 added to General Fund fund balance, \$1,000,000 transferred to Capital Projects fund for future projects or equipment and to fund capital lease principal and interest payments and \$1,500,000 transferred to Capital Projects Transportation for streetscaping, sidewalks, trails, and other transportation related improvements. If there is a larger surplus, the overage will be added to the capital projects fund.

Chairman Reynolds thanked the department and Finance staff for their work and responsible budgeting.

Motion: Councilman Matney made a motion to move this item to Council with a recommendation of approval with Chairman Reynolds seconding.

Vote: The vote was unanimous (2-0).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairman Reynolds adjourned the meeting at 6:18 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk