MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, June 3, 2024 – 11:00 AM
City Hall Council Chambers

Members Present:	Lauren Wise, Chair, Council Member Gary Daniel, Vice-Chair, Council Member (Arrived at 11:05 AM) Susan Miller, Citizen Member
Staff Present:	Wilson Hooper, City Manager Dean Luebbe, Assistant City Manager/Finance Director Kelley Craig, Human Resources Director Becky McCann, Communications Coordinator Alex Shepherd, Assistant to the City Manager
Guests:	Harvey Sankey

A. Welcome & Call to Order

Committee Chair Lauren Wise welcomed everyone and called the meeting to order at 11:00 AM.

B. Certification of Quorum

Quorum was certified by Assistant to the City Manager Alex Shepherd.

C. Approval of Agenda

Motion by Mr. Daniel, seconded by Ms. Miller to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of April 22, 2024 Meeting

Motion by Ms. Miller seconded by Mr. Daniel to approve the minutes of the April 22, 2024 meeting as presented. The motion carried unanimously.

E. ARPA Financial Policies

Mr. Luebbe explained that he has been in contact with the State ARPA funds representative regarding whether our current policy is sufficient, but he has not yet heard back from them. He noted that there are a number of other ARPA policies that he

will need to bring before the committee in the upcoming months. Mr. Hooper added that the State is requiring that we have those policies codified and adopted.

F. Purchasing Policy

Mr. Shepherd noted that the revision discussed at the last meeting regarding purchases over $75,000 has been included in this draft. Mr. Shepherd reported that he consulted with the UNC School of Government, and they have advised that for these types of purchases the Council can delegate the authority to the City Manager to award that contract, or they can choose not to and keep that power for themselves. This draft includes the provision in Section 3.2.D. that "Purchases in the formal range require the approval of the City Council or the City Council may delegate this authority to the City Manager." Mr. Luebbe added that this authority would be for expenditures passed in the operating budget.

During discussion it was decided that Council's delegation of authority to the City Manager should be granted annually as part of the budget approval and ordinance and that any purchases made outside the normal budget process would require approval of City Council. Mr. Daniel moved, seconded by Mr. Miller to approve the Purchasing Policy with those edits. The motion carried unanimously.

G. TAC Appointment

Mr. Hooper explained that this appointment is for the Transylvania County Transportation Advisory Committee, the local appointed body that provides feedback to the State on their strategic transportation infrastructure plans (STIP), which govern the transportation projects throughout our transportation district. Currently Aaron Bland is our representative and his term is expiring. Staff has discussed this and concluded that it would be best to have an elected official, rather than a technician, to fill our designated seat on that board. Following discussion, it was decided to poll the Council to see who would be interested in serving on the committee.

H. ABC Appointments

Mr. Hooper explained that our ABC system is going through a transitional phase right now with their interim general manager and the need to hire a new general manager. Additionally, their audit firm was acquired by another firm and therefore, they may be switching audit firms. He added that there is a need to have people on the board who have backgrounds in that particular area, and he is not sure that the folks on the board as it stands have the necessary background to lead ABC through this next phase in their existence. He said they have two appointments coming up in July and I am recommending that we fill at least one of them with a staff person who has background in finance and administration and can help the board through this next phase. Mr. Luebbe is not eligible, so I am recommending that you instead appoint me to the ABC Board to fill one of those slots. And then the other one we can either advertise openly and choose the candidate at-large like we have been doing, or we could recommend

someone with the necessary background. He asked Ms. Miller if she would be willing to serve on the board. Ms. Miller said she would be willing and could contribute because of her background in finance, hiring and administration. Mr. Daniel moved, seconded by Mr. Wise to recommend the appointment of City Manager Hooper and Susan Miller to the ABC Board. Vote was 2-0, with recusal by Ms. Miller; the motion carried.

I. Public Comment – None.

J. Set Date for Next Meeting

The next meeting of the Finance & Human Resources Committee will be on Monday, August 26, 2024, at 11:00 AM.

K. Adjourn

There being no further business, the meeting was adjourned at 12:00 PM.

X _____

Lauren Wise
Chair, Council Member

Minutes Approved: August 26, 2024

X Denise Hodsdon

Denise Hodsdon
City Clerk