MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, April 22, 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
Kelley Craig, Human Resources Director
Becky McCann, Communications Coordinator
Dean Luebbe, Finance Director
Alex Shepherd, Assistant to the City Manager

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 March 25, 2024 Meeting

Ms. Miller proposed a few revisions in the minutes. Motion by Mr. Daniel seconded by Ms. Miller to approve the minutes of the March 25, 2024 meeting as revised. The motion carried unanimously.

E. Purchasing Policy

Mr. Shepherd said at the last meeting that he was not in attendance, but from the minutes, the committee wanted to go with the stricter options for the purchasing threshold. I have added those revisions. However, regarding the purchasing thresholds, you all had approved that as long as it was in the adopted budget, if something costs more than $75,000 and Council approved it, it wouldn't need to come back to the

Council for approval. When looking back through the general statutes, even though the Council originally approved it when adopting the annual budget, it still needs to come back for separate approval.

Ms. Miller said that while they were trying to give staff more flexibility, it looks like the policy was not consistent with State law.

Mr. Hooper said those items will typically appear on the consent agenda for Council meetings, but we will follow the general statute to ensure compliance with State law.

Mr. Luebbe asked if we should consult with the School of Government on this topic

Ms. Miller mentioned that, in her experience, she always treated them as two separate transactions: one when the Council approves the annual budget and another when the Council approves the contract.

Mr. Hooper informed the committee that we will research this matter further and bring it back to the committee.

F. ARPA Financial Policies

Mr. Luebbe informed the committee that representatives from ARPA have recently contacted him about suggested policies they think local governments like ours should adopt. He asked the City Clerk and Human Resources Director if the City has a records retention policy or a non-discrimination policy. Mr. Luebbe mentioned that while we are already following these types of policies, he is unsure if we have any officially approved policies.

Ms. Craig mentioned that we have non-discrimination policies in our personnel policy, but it does not specifically include all of the ARPA items.

Mr. Wise asked how we store our digital files.

Mr. Luebbe said we store our data with Advance Data, which also provides security.

Mr. Daniel asked if we provide interpreters.

Mr. Hooper said yes, we have one on call for any language if needed. However, translation is not part of the ADA requirement, but we do provide reasonable accommodation if someone needs an interpreter.

G. Non-Profit Funding Application Criteria

Mr. Hooper mentioned that he was not present at the last meeting and asked the committee for their thoughts on the policy.

Ms. Miller said that she thinks if City were to provide funding to a non-profit, it should enhance or further the goals and objectives of the City Council and be closely related to the comprehensive plan.

Mr. Daniel mentioned that each Council will have its own priorities regarding funding

Mr. Wise said he likes the idea of requiring non-profits to submit business plans and audits to provide insights into the organization. However, he does not want to place restrictions on what the Council can fund and how much.

Mr. Hooper asked if staff should have this committee review funding applications before recommending them to the Council.

Mr. Wise said yes, that makes sense, but he wanted the opinion of the committee.

Ms. Miller said she is comfortable with a cap on funding.

Mr. Hooper said bringing applications before the committee would be helpful to filter ones that don't help the City achieve our goals or ones that are not legal to fund.

Mr. Daniel agreed that having the committee filter the applications would be helpful.

H. Public Comment

No public comment was noted.

I. Set Date for Next Meeting

The next meeting of the Finance & Human Resources Committee will be on Monday, June 3, 2024, at 11:00 AM.

J. Adjourn

There being no further business, the meeting was adjourned at 11:43 PM.

X _____
Lauren Wise

Minutes Approved: June 3, 2024

X _____
Alex Shepherd
Assistant to the City Manager