MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, July 28, 2025 – 11:00am
City Hall Council Chambers

Members Present: Lauren Wise, Chair, Council Member
Gary Daniel, Vice-Chair, Council Member
Susan Miller, Citizen Member

Staff Present: Wilson Hooper, City Manager
Dean Luebbe, Finance Director
Kelley Craig, Human Resources Director
Becky McCann, Communications Coordinator
Selena Coffey, Assistant to the City Manager

A. Welcome & Call to Order

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

B. Certification of Quorum

The quorum was certified by Assistant to the City Manager Selena Coffey.

C. Approval of Agenda

Mr. Wise asked to add Item F to the agenda to discuss the role of permitting food trucks on city property and Mr. Hooper asked to add Item G to discuss purchases needed. Mr. Daniel made a motion to approve the agenda with the additions, and the motion was seconded by Ms. Miller. All voted in favor.

D. Approval of Minutes

Mr. Daniel moved to approve the minutes from the May meeting and Ms. Miller seconded the motion. All voted in favor.

E. Committee Appointments – ABC Board and Planning Board

Ms. Coffey referred the committee to the report provided by staff with applications for these committees/boards. The committee discussed the applications and appointments. Given that one ABC Board member had already served two terms, Mr. Daniel made a

motion to recommend that city council appoint the applicant, Thomas Carpenter for the ABC Board and Ms. Miller seconded the motion. All voted in favor.

After discussion of the Planning Board applications and appointments, Mr. Wise made a motion to recommend that city council appoint Richard Jerue to the Planning Board. The motion was seconded by Ms. Miller. All voted in favor.

F. Discussion of Permitting Food Trucks on City Property

Mr. Hooper provided context to this agenda item stating that in addition to regulatory requirements for food trucks on city property, he wanted to get the committee's input from a financial standpoint and the process the city may use in making selections allowing these trucks to lease city spaces.

Mr. Daniel shared his thoughts that he felt that food trucks being permitted near the Depot is disruptive to the intent of the property because the truck takes up four parking spaces. He felt that permitting these trucks in public spaces should only be limited to special events. The committee continued discussion on this topic.

Mr. Hooper summarized that it sounds like the committee is not interested in sending this issue forward to city council for reconsideration. The committee stated their agreement with Mr. Hooper's summary.

G. Purchase Updates

Mr. Hooper shared that he wanted to request feedback and permission on two items. The first issue was that of a multi-year service contract for the city's printers/copiers. With it being time to renegotiate this contract, staff realized that the quotes will be more than $75,000 unless the city decreased the length of the contract from five years to three years. He shared that he was sharing this information for transparency and wanted the committee to know that staff had been negotiating with vendors in order to get a five-year contract. Mr. Hooper summarized that he was going to update council that the committee had approved an exception to the policy and therefore he would be signing the "less than $75,000" contract with vendor with the best deal.

Ms. Miller made a motion to approve the exceptions as described and Mr. Daniel seconded the motion. All voted in favor.

The second item was regarding using the piggybacking policy for state purchasing. He stated that using Sourcewell requires getting City Council approval at a regular meeting and publish notice of intent to award the contract without bidding no less than ten days prior to the meeting. He asked the committee to provide approval to send the notice for publication now and get Council approval at the next meeting. He shared that these purchases were for a new bucket truck (old one caught fire) and the additional hydraulic components for the new truck.

Mr. Daniel made a motion to recommend that city council approve the plan to replace the bucket truck. Ms. Miller seconded the motion. All voted in favor.

H. Public Comment

Harvey Sankey asked about the printer contracts and Mr. Luebbe responded with the printer brands and vendors. He also asked about the city's contribution to The Haven, with their request at $25,000 and the city's contribution ending up at $5,000. Mr. Hooper explained that the city's policy was to provide 1% to non-profit organizations and this committee made the recommendation and city council approved the recommendation. Mr. Sankey asked if the Police Chief was getting a severance package. Human Resources Director Kelley Craig responded that police chiefs do not get a contract nor severance.

I. Set Date for Next Meeting

The next meetingof the committee was scheduled for August 25, 2025 at 11am.

J. Adjourn

With no further business, Mr. Daniel made a motion to adjourn the meeting, seconded by Ms. Miller. All voted in favor and the meeting adjourned at 11:56am

Minutes Approved: August 25, 2025

X _____
Lauren Wise, Chair, Council Member or
Gary Daniel, Vice Chair, Council Member

X _____
Selena D. Coffey
Assistant to the City Manager