5/12/2026 - Minutes

I. Call to Order

Members Present: Januka Acharya, Cait Hoffmann, Brittany Nevins, Logan Devaney

City Staff Present: Angela Aldieri, Councilor Elsie Goodrich

Guests Present: Jen Berger, Zoom User "Richard's"

Call to Order by: Januka Acharya

Meeting Start Time: 6:05pm

Minutes Recorded by: Cait Hoffmann

II. Public Comment

There were no members of the public present.

III. Approve Previous Meeting Minutes

There was no discussion on the previous meeting's minutes.

Motion by: Logan Devaney

Second: Cait Hoffmann

Decision: Approved

IV. City Council Liaison Update

Special meeting in April for review of commissions and boards which included discussion on city council expectations for the commissioner meetings, commissioner compensation, and background checks for councilors.

V. Inclusion & Belonging Commission Update

Working on supporting the Friendship Festival which is happening this fall.

VI. Discussion: Competitive Purchasing and Proposal Solicitation Procedure

Councilor Goodrich requested that the Finance Commission review the document for competitive purchasing and proposal solicitation. Jen Berger asked whether other commissions were reviewing the document. Brittany recommended adding language to link it back to the purchasing procedure for sole source purchases. The Commission noted that the document was very detailed and Angela said it would be revisited every three years. Jen asked what loopholes had been closed in this draft – Angela informed us that there was one allowing for the possibility of skewing towards a preferred vendor. The Commission then discussed the reason the commission was reviewing this document and Elsie informed us that it was largely due to

some comments that had been heard by Council and also the recent purchase of the new fire truck – it seemed a good time to review the document. Januka asked who reviews policies for the City before they are established and Angela said the lawyer does. The Commission then looked at the new sections in the document – the Request for Qualifications section and the addition of the language around the solicitation of proposals in the requesting for bids section. There was also discussion about what happens when there is non-compliance on the side of the City Staff in this procedure and what consequences might look like. The Commission found the document very thorough and Angela is working on a quick FAQ document for City Staff to reference. The Commission was asked whether or not it believes the City is doing its due diligence in spending money responsibly on big ticket items and the Commissioners agreed that it appears that way. Brittany asked how the City came to the decision of requiring a password-protected file for electronic submission of bids. Angela explained it was a low-tech workaround as the recommended method for electronic submission of bids requires a software that comes with an annual fee and there currently is no budget for that (5k-10k estimate). Logan mentioned that they appreciated the note that the City does not always go with the lowest bid for a project.

VII. Other Business

Brittany requested that at the next meeting there is discussion on the role of the Finance Commission, given that our Chair just left. Angela mentioned that there are about to be four vacant positions on the Finance Commission and Logan asked whether or not Commissioners could serve on more than one Commission. Elsie is going to get back to us on that.

VIII. Adjourn

Motion by: Cait Hoffmann

Second: Logan Devaney

Meeting End Time: 7:04pm