

**Finance & Human Resources Committee
Summary of Open Session Minutes
February 10th, 2022**

Members Present: Chairman Cecil Davis, Councilman Ed Conley, Councilman Amanda Koren

Staff Present: John Doyle, Amber Box, Tracey York, Michele Brown

Media: Darrell Marina, Pulaski County Daily News

Guests: Mayor Jerry Brown

Call to Order: Meeting was called to order 5:00 p.m. Quorum was established.

Citizen Comments: None

Approval of Minutes: A motion was made by Councilman Conley to accept the January 13th, 2022 minutes as written. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Davis, Koren, Conley

NAYS – None

Motion Passed

Review Bills: Committee reviewed the bills. Motion was made by Councilman Koren to approve paying the bills. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Davis, Koren, Conley

NAYS – None

Motion Passed

Cash Flow – Account Status/EOY Budget Review

Committee reviewed the city's cash flow reports, bank account status, and year to date budget. The city has completed 8.3% of the 2022 Fiscal Year with expenses ending at 7% and revenues at 9%. City bank accounts have a total of \$6,180,680.15 in restricted funds, reserve funds, and usable monies.

Fund Balance Reserve Compliance

According to the city Fund Balance Reserve Policy, the city must maintain reserves in city funds at or about 10-15% of the normal operational budget. Per the policy, this must be reviewed annually. Committee reviewed the 2022 reserve amounts and the city is in compliance with the Fund Balance Reserve Policy as of 01/31/2022.

Certified Lagers Administrator

Finance Officer, Amber Box, has completed the necessary training and is now a Certified Lagers Administrator.

Police Department Promotions

Mark Piles has been promoted to Lieutenant, Joshua Hazel has been promoted to Sergeant, Kyle Prock and Michael Ruess have been promoted to Corporal. There will be an official pinning ceremony once the new badges arrive.

Land & Water Conservation Fund

Great work to Executive Assistant, Miriam Jones, Economic Development Coordinator, Doug Potts, and City Clerk, Michele Brown for their work on this application. This grant would be to make improvements & enhancements to the Roubidoux Park's existing splash pad. If awarded, the city would provide a 50% match on the project. Applications are due in February and are awarded in November. The completed application will be submitted on February 14th.

Other Business:

Annual City Audit: KPM CPA's & Advisors will be onsite March 14-18th, 2022 to begin the annual audit. Cost will not exceed \$24,000 for the audit; however, the city is required to complete an independent audit due to receiving more than \$750,000 in federal grant money. The cost of the individual audit is \$6,500.00

Mr. Doyle stated a need for closed session in accordance with RSMo 610.21 (1)(2)(3)(13). Councilman Conley moved to go into closed session for that purpose and was seconded by Councilman Koren. A vote was called.

YEAS – Davis, Koren, Conley

NAYS – None

Motion Passed & committee enter into closed session at 5:18 p.m.

Committee returned to open session

Committee adjourned a 5:53 p.m.

Next meeting will be held on March 10th, 2022 at 5:00pm