

FINANCE & HUMAN RESOURCES COMMITTEE MEETING

January 14th, 2021

5:00 P.M.

MINUTES

Present: Chairman Clarence Liberty, Councilman Mike Curtis

Absent: Councilman Cecil Davis

City Staff: City Administrator John Doyle, Finance Officer Amber Box, City Clerk Michele Brown, Executive Assistant Miriam Jones, Deputy City Clerk Tracey York

Visitors: Mayor Jerry Brown

Call to Order: Chairman Liberty called meeting to order at 5:00pm. Quorum was established. Councilman Liberty made a motion to amend the agenda as follows:

- Section 6. Ordinances. Subsection c. – An Ordinance Amending Chapter 125 of the Municipal Code regarding qualification of the Municipal Judge
- Section 7: Other Business. Subsection e. – Current Job Openings

Motion was seconded by Councilman Curtis. A vote was called.

YEAS – Liberty, Curtis

NAYS – None

Motion Passed

Citizen Comments. - None.

Approval of Minutes. - Councilman Liberty made a motion to accept the November 12th, 2020 minutes as written. Motion was seconded by Councilman Curtis. A vote was called.

YEAS – Liberty, Curtis

NAYS – None

Motion Passed

Review Bills. - Committee reviewed the bills. Motion was made by Councilman Liberty to approve bills and seconded by Councilman Curtis. Vote was called.

YEAS – Liberty, Curtis

NAYS – None

Motion Passed

Cash Flow - Account Status/ YTD Budget Review

As of December 31st, 2020, the City completed 100% of its 2020 fiscal year; revenues ending at 93% of budget projections, with expenses at 93%. Revenues include several lands sales that were moved to reserve funds that are not reflected in the expense totals. Mr. Doyle stated that new budget expense lines entitled as "Funds to Reserves" have been created to utilize in the 2021 budget year for this purpose. The City bank accounts have \$1.44M in restricted funds, \$1.84M in reserve funds, and \$1.64M in unrestricted, available funds. The City also has an account at Citizen's Bank of Newburg with \$480,003 that is earmarked for utility infrastructure improvements.

Review Security Bank of Pulaski County Extension Proposals

Mr. Doyle presented two extension proposals from Security Bank of Pulaski County for banking services. Committee members are in favor of a 2-year extension terms, expiring on May 31st, 2022. Mrs. Box will contact the bank with their decision and bring the agreement to City Council for review.

Forte Payment Solutions

Mr. Doyle stated the transition to Forte Payment Solutions as the City's credit card processor is complete. He stated that the processing fees were 4.5%-5.5% with the previous company, and the City charged 3% to customers and absorbed the remaining cost. Forte uses a pass thru service that only charges customers 2.5%. This saves the City's customers 0.5% and the City approximately \$20,000-\$30,000 annually. Customers also have the option of utilizing an e-Check feature, that is a set cost of \$1.75 for checks up to \$50,000. Committee would like this advertised to City residents on Facebook and in the newsletter.

Potential Ordinances

An Ordinance Enabling the City of Waynesville to Join Show Me PACE

Mr. Doyle presented an Ordinance and accompanying agreement to join Show Me PACE, a program offering alternative funding mechanisms for businesses in Waynesville. This program helps with economic development by offering funding for businesses who are unable to get a traditional loan. Councilman Curtis made a motion to forward the ordinance to City Council for approval. Motion was seconded by Councilman Liberty. A vote was called.

YEAS – Liberty, Curtis
NAYS – None
Motion Passed

An Ordinance Establishing the Salary of the City Prosecutor

Mr. Doyle presented an Ordinance that would establish the salary of the City Prosecutor at \$1,200/mo to the committee. Councilman Liberty made a motion to forward the ordinance to City Council for approval. Motion was seconded by Councilman Curtis. A vote was called.

YEAS – Liberty, Curtis
NAYS – None
Motion Passed

An Ordinance Amending Chapter 125 of the Municipal Code of the City of Waynesville regarding qualifications of Municipal Judge

Mr. Doyle presented an Ordinance regarding the qualification of the Municipal Judge to the committee. This ordinance allows the judge to live anywhere within the established boundaries of Pulaski County or be a member of the Missouri BAR Association residing within the 25th Judicial Circuit of the State of Missouri. This district includes Phelps, Pulaski, Maries and Texas Counties. Councilman Curtis made a motion to forward the ordinance to City Council for approval. Motion was seconded by Councilman Liberty. A vote was called.

YEAS – Liberty, Curtis
NAYS – None
Motion Passed

Other Business

City Hall will be closed January 18th, 2021 in observance of Martin Luther King Jr. Day

The last day for candidate filing is January 19th, 2021

Mrs. Box stated that the Preliminary Audit Day will be on January 21st, 2021 with KPM CPA's & Advisors returning for the week May 8th, 2021 for the annual audit. This should function as a traditional audit as opposed to the 2019 audit being completed virtually due to COVID restrictions in 2020.

Mr. Doyle presented the committee with information regarding a free training opportunity for the City to have a Certified LAGERS Administrator. LAGERS is the government retirement program that the City utilizes for its employees. This training would allow a City employee to be able to communicate with employees regarding their LAGERS benefits. Mr. Doyle stated that he and Michele Brown would like for Amber Box to complete this training.

Mr. Doyle reviewed the current job openings with the committee: Construction Supervisor, Youth Sports Coordinator, Journeyman Lineman, Patrolman, and Street Department Supervisor.

Mr. Doyle stated he would like to amend the City's current dress code policy. Committee would like to see a draft of the revised policy at the February 2021 meeting.

Mr. Doyle stated a need for a closed session in accordance with RSMo 610.021 (1) (2) (13) Councilman Curtis moved to go into closed session for that purpose and was seconded by Councilman Liberty. Vote was called.

YEAS – Liberty, Curtis

NAYS – None

Motion passed & committee entered into closed session at 5:45pm.

Committee returned to regular session at 6:15 pm.

With no further business coming before committee, committee adjourned at 6:15 pm. The Committee will not meet in December unless an emergency need arises in the interim.

Next meeting will be held on February 11th, 2021.