

**Finance & Human Resources Committee**  
**Open Session Minutes**  
**September 7<sup>th</sup>, 2021**

**Members Present:** Chairman Cecil Davis, Councilman Ed Conley, Councilman Amanda Koren  
**Staff Present:** John Doyle, Amber Box, Tracey York, Michele Brown, Daniel Shelden  
**Guests:** Craig Woycheese & Lalita Handwerker (Toth Engineering); Mayor Jerry Brown  
**Media:** Pulaski County Daily News (Darrell Maurina)

Call to Order – Chairman Davis called the meeting to order at 5:08pm. A quorum was established.

Citizen Comments – None

Approval of Minutes – Councilman Koren made a motion to accept the August 2<sup>nd</sup>, 2021 minutes as written. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Davis, Conley, Koren  
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, Conley, Koren  
NAYS – None  
Motion Passed

Cash Flow – Account Status/YTD Budget Review

Committee reviewed the City's cash flow reports, bank account status, and YTD Budget. The city has completed 66.5% of the Fiscal Year with expenses tracking at 64% and revenues tracking at 66%. City bank accounts have a total of \$5,220,742.07 in restricted funds, reserve funds, and usable monies.

TOTH Engineer Presentation

Mr. Woycheese gave a presentation to the committee regarding their findings when studying the city electric rates. Mr. Doyle stated that the Utility Committee had received the full presentation from Toth Engineering and forwarded an ordinance to increase the availability charges for all customers, yard light charges, and the demand charge for large commercial customers. He stated that this is much less than Toth Engineering is proposing, but he would like to see what this increase will do before raising any other rates.

Pulaski County Growth Alliance

Mr. Doyle had a discussion on the financial difficulties of the PCGA, especially since they lost the contract for the license office. Their office has recently been relocated to the St. Robert Municipal Center. The city has historically supported the PCGA and has committed \$10,000 this year. He stated that he would like to keep that commitment into 2022, paying \$5,000 twice a year. He stated that in the event that the PCGA would disband prior to the second donation in 2022, the city would only be out the initial \$5,000. Mr. Doyle stated that he hopes our future

Economic Development Coordinator would be able to work with the PCGA to get more development into the City of Waynesville.

### Fire Department

Mr. Doyle discussed the 10 year plan, the open forum that was held in August, the potential locations of a temporary fire department, Councilman Wilson made a motion to forward to City Council. Motion was seconded by Councilman Koren. Vote was called.

YEAS – Davis, Conley, Koren

NAYS – None

Motion passed

### Old Business:

*Economic Development Coordinator:* The city has received several applications for the position. The team will review these and begin interviews in the next week.

*Code of Ethics:* The committee reviewed the Code of Ethics. Mr. Doyle stated that there would be an addition to Section I to include RSMo 105.452 as a reference.

*American Rescue Plan Act:* Mrs. Box stated the application and supporting documentation has been submitted to the State and funds should arrive by September 17<sup>th</sup>, 2021.

### Other Business:

*2022 Budget Meetings:* Mr. Doyle stated that several budget meetings have already been completed. A schedule of the remaining meetings was provided and a preliminary budget will be available at the October meeting.

*Truck Repairs for Electric Dept:* Mr. Doyle stated that there are major repairs needed on an electric truck that will cost close to \$40,000. The repairs are within the budget numbers already allotted for 2021. Committee agrees to proceed with the repairs.

*Mini-Excavator Purchase:* Mr. Doyle stated that the utility departments have requested the city to purchase a mini-excavator. The purchase would be near \$50,000 but would be shared between water/sewer, electric, and natural gas. There are already funds available in the Fixed Asset budget lines to make this purchase. Committee agrees to proceed with the purchase.

*Reschedule October Meeting:* Mr. Doyle requests moving the October Finance Committee meeting to the same night as the utility meeting so that when TOTH comes to present their data, they can speak to both committees. Committee agrees to move the meeting to Tuesday, October 5<sup>th</sup>, 2021 at 5:00pm.

*An Ordinance Amending Ordinance No. 2325 Regarding Per-Diem Rates for Reimbursement of Travel Expenses Incurred While Conducting City of Waynesville Business:* Mr. Doyle presented an ordinance that would make some changes to the city personnel policy regarding travel reimbursements. The ordinance would increase mileage payout from 80% of the IRS mileage rate to 100%; and would change meal reimbursements of breakfast \$10, lunch \$12, and dinner \$18 to the current Per Diem Rates of the U.S. General Services Administration that would be location specific. Committee discussed if receipts would still be required of employees and it was decided that the amount would be given post travel and no receipts would be required. Committee would like the policy to go into place on October 1, 2021. Councilman Koren made a

motion to forward An Ordinance Amending Ordinance No. 2325 Regarding Per-Diem Rates for Reimbursement of Travel Expenses Incurred While Conducting City of Waynesville Business to City Council for final approval. Councilman Conley seconded the motion. A vote was called.

YEAS – Davis, Conley, Koren

NAYS – None

Motion passed

Mr. Doyle stated a need for a closed session in accordance with RSMo 610.021 (2)(3)(13). Councilman Koren moved to go into closed session for that purpose and was seconded by Councilman Conley. Vote was called.

YEAS – Davis, Conley, Koren

NAYS – None

Motion passed & committee entered into closed session at 6:58pm.

Committee returned to open session at 7:47pm

Committee adjourned at 7:47pm

Next meeting will be held on November 11<sup>th</sup>, 2021 at 5:00pm