

**Finance & Human Resources Committee**  
**Open Session Minutes**  
**April 6<sup>th</sup>, 2023**

**Members Present:** Chairman Cecil Davis, Councilman Bob Hyatt

**Absent:** Councilman Amanda Koren

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

**Guests:** Mayor Sean Wilson, Councilman Bill Farnham, Councilman Clarence Liberty, Randy Brown

**Media:** Darrell Maurina, Pulaski County Daily News

Call to Order: Meeting was called to order 5:09 p.m. Councilman Farnham will serve as third committee member due to Councilman Koren's absence. Quorum was established.

Citizen Comments: None

Approval of Minutes: A motion was made by Councilman Farnham to accept the March 2023 minutes as written. Motion was seconded by Councilman Hyatt. A vote was called.

YEAS – Davis, Hyatt, Farnham

NAYS – None

Motion Passed

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

YEAS – Davis, Hyatt, Farnham

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 25% of the 2023 Fiscal Year with expenses ending at 28% and revenues at 28%. City bank accounts have a total of \$6,903,306.08 in restricted funds, reserve funds, and usable monies.

Westgate Community Improvement District Update- Committee reviewed the CID sales tax collection summary. Mr. Doyle stated that McDonald's is slated for a massive renovation that will affect the 2023 totals while it's out of operation.

ARPA Projects: Monthly Update – Mr. Doyle stated that construction was complete at the RV Park expansion, however the recent flood waters required some maintenance on the electric hookups. ARPA monies will be refunded back to the city account this month for the total of all invoices. The new Economic Development Incentive Program has received several applications and all \$30,000 have been granted. Businesses awarded include Haute Dawgs, Drachenfutter, Lost in the Woods Antiques, Home Grown Country Kitchen, and Just Because Gifts. The next projects will be the Animal Shelter renovation and the upgrades at the Leaf & Limb Dump.

Budget Adjustment for DERA Grant – Mr. Doyle stated a need for a budget adjustment in order to accommodate the grant match required for the DERA Grant. The grant amount is for approximately \$50,000 to purchase an electric department bucket truck at \$200,000. We originally were told that this vehicle did not qualify for the grant, however, after further review the engine does qualify and we've been awarded the funds. The city has been budgeting money back into reserve each year to prepare to fund for grant opportunities rather than go into a debt

service agreement, Mrs. Box requested that the funds be pulled from the Utility Reserve Fund and paid back over time. Councilman Hyatt made a motion to forward an ordinance to adjust the FY 2023 budget to purchase the Dur-A-Lift Bucket Truck to City Council for final approval. Motion was seconded by Councilman Farnham. A vote was called.

YEAS – Davis, Hyatt, Farnham  
NAYS – None  
Motion Passed

Solicitation of Vehicle Bids – Mr. Doyle stated that with the new Enterprise Fleet Management program, vehicles have started arrived. All vehicles that were advertised for bid were replaced with the newly leased vehicles. The bid solicitation was placed in the Dixon Pilot for two consecutive weeks and bids were due by Friday, March 24<sup>th</sup>, 2023 at 5:00pm. Committee reviewed the bids received. Councilman Farnham made a motion to accept the bids received on the 2004 Chevy, 2006 GMC, 2001 Ford F250, 2000 Ford Ranger, 1997 Ford F150, 2005 Dodge Ram, and the 1999 Ford Crown Victoria. Motion was seconded by Councilman Hyatt. A vote was called.

YEAS – Davis, Hyatt, Farnham  
NAYS – None  
Motion Passed

Revision of Bank Signature Cards – Mrs. Box stated a need to re-issue all City of Waynesville signature cards due to the recent impeachment, appointments and election. Councilman Farnham made a motion to re-issue all City of Waynesville signature cards to include the Mayor, City Administrator, City Clerk, and Finance Director as signers. Motion was seconded by Councilman Hyatt. A vote was called.

YEAS – Davis, Hyatt, Farnham  
NAYS – None  
Motion Passed

Other Business:

*City Hall Closed:* City Hall will be closed on Monday, May 29<sup>th</sup>, 2023 in observance of Memorial Day.

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

YEAS – Davis, Hyatt, Farnham  
NAYS – None  
Motion Passed & committee entered closed session at 5:30 p.m.

Committee returned to open session at 6:27 p.m.  
Committee adjourned a 6:27 p.m.

Next meeting will be held on May 4<sup>th</sup>, 2023 at 5:00pm