

**Finance & Human Resources Committee**  
**Open Session Minutes**  
**November 2<sup>nd</sup>, 2021**

**Members Present:** Councilman Ed Conley, Councilman Amanda Koren

**Absent:** Chairman Cecil Davis

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

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

**Guests:** Mayor Jerry Brown, Keith Pritchard

Call to Order – Chairman Davis was unable to attend. Councilman Koren served as Chair and called the meeting to order at 5:07pm. A quorum was established.

Citizen Comments – None

Presentation from TOTH Engineering – John reviewed the Water/Wastewater Proposal

Approval of Minutes – Councilman Conley made a motion to accept the October 5<sup>th</sup>, 2021 minutes as written. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Koren, Conley

NAYS – None

Motion Passed

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

YEAS – Koren, Conley

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 83.3% of the Fiscal Year with expenses tracking at 80% and revenues tracking at 84%. City bank accounts have a total of \$5,859,700.54 in restricted funds, reserve funds, and usable monies.

Mrs. Box presented a plan to payoff several lease agreements including some held at Security Bank, Huntington Group, and reserve reimbursements for early payoffs of previous debt. The reason for this recommendation is to open up debt service funds in 2022 if the city receives any Volkswagen Grants and needs to finance the required match. Councilman Koren made a motion to forward a 2021 FY Budget Adjustment to payoff Security Bank Lease Agreements for the 2006 Caterpillar backhoe, 2002 Peterbilt dump truck, 2018 John Deer backhoe, wire puller, 2018 Dodge Ram, and a snowplow; Huntington Group for the 2014 International street sweeper; and to reimburse the Utility Reserves the remaining amount for the early payoff of the MAMU Lease Purchase Program to purchase the Hwy H Utility for a total of \$379,297.07 to City Council for final approval. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Koren, Conley

NAYS – None

Motion Passed

### Approve Final FY 2022 Budget

Councilman Conley made a motion to forward the Final FY 2022 Budget to City Council for final approval. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Koren, Conley  
NAYS – None  
Motion Passed

### Review Annual Community Improvement District (CID) Budget

Mr. Doyle reviewed the FY 2022 CID Budget and notified the committee of the \$30,000 payment that was made to the city from the CID account to reimburse the city for investments made in infrastructure located in the CID.

### Personnel Manning Chart, Step/Grade Chart, & Merit Based Raises

Mr. Doyle reviewed the new Personnel Manning Chart and Step/Grade Chart with the committee. He stated that this will be used for hiring and promotion purposes. Once an employee has been in a position for 5 years, all increases will be merit based and not found on a chart. Councilman Conley made a motion to forward an Ordinance Adopting the Fiscal Year 2022 Hiring & Promotion Salary Schedule and Personnel Manning Chart to City Council for Final Approval. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Koren, Conley  
NAYS – None  
Motion Passed

### City Health Insurance

Mr. Doyle reviewed the new health insurance contract with the committee. Councilman Koren made a motion to forward an Ordinance Authorizing the Mayor to Execute all Documentation Necessary to Join MIRMA Health, approving the form of certain documents to that end to City Council for Final approval. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Koren, Conley  
NAYS – None  
Motion Passed

### Fire Department – Final Agreement

Mr. Doyle reviewed the letter that was sent to Waynesville Rural Fire Protection District to terminate services on December 31<sup>st</sup>, 2022. Committee reviewed the agreement establishing fire protection services with City of St. Robert Fire Department. The rate will be 45% of the real estate and property tax that is payable to the City of Waynesville during the FY but will not be less than \$204,000 annually.

### 911 County Contract

Mr. Doyle reviewed a letter that was received from the Pulaski County 911 Board, notifying the city that their annual rate will be increasing from \$5,465.46 to \$8,305.38 in 2022. Councilman Conley made a motion to prepare an Ordinance Amending the Agreement with the Pulaski

County 911 Board to reflect the new cost for the City Council to approve at the November meeting. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Koren, Conley  
NAYS – None  
Motion Passed

Other Business:

*December Meeting:* Committee opted to cancel the monthly committee meeting for December.

*ARPA Community Programs:* Mr. Doyle wanted to provide information to the public regarding the city's current programs that are made possible because of the American Rescue Plan Act Funds that were received in September. The first program is the Utility Relief Program that will allow customers to apply for assistance with their bills. This is designed to assist people who fall in the cracks and don't qualify for LIHEAP or MOCA payments. The second program is the Home Energy Efficiency Program called "Build it Better". This is a program that allows residents to apply for a grant to complete home renovations that would make their homes more energy efficient and save them money on their utility bills. The last program is the Premium Pay Grant that is available to employers who had staff that worked at grocery stores, convenience stores and gas stations during the pandemic. Employers can apply for up to \$250 per employee that qualifies and the funds are given directly to the workers.

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

YEAS – Conley, Koren  
NAYS – None  
Motion passed & committee entered into closed session at 6:20pm.

Committee returned to open session at 6:45pm

Committee adjourned at 6:45pm

Next meeting will be held on January 13<sup>th</sup>, 2021 at 5:00pm