

Finance & Human Resources Committee  
OPEN SESSION MINUTES  
February 11th, 2021

**Members Present:** Chairman Clarence Liberty, Councilman Cecil Davis, Councilman Mike Curtis

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

Call to Order - Chairman Liberty called the meeting to order at 5:00pm. Quorum was established.

Citizen Comments - None

Approval of Minutes - Councilman Davis made a motion to accept the January 14th, 2021 minutes as written. Motion was seconded by Councilman Curtis. A vote was called.

YEAS – Liberty, Curtis, Davis

NAYS – None

Motion Passed

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

YEAS – Liberty, Curtis, Davis

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 8.3% of the Fiscal Year with expenses tracking at 7% and revenues tracking at 9%.

Audit Engagement Letter – KPM CPA's an Advisors

Committee members reviewed and approved an engagement letter with KPM CPA's and Advisors to complete the annual City audit costing \$22,600 for the City's audit and \$4,000 for an Individual Federal Compensation Audit. The City is required to complete the individual audit due to receiving more than \$750,000 in federal grant funds in 2020. Auditors will arrive on March 8th, 2021.

Series 2021 Certificates of Participation

Committee members reviewed plans to enter into a 2021 Certificate of Participation in order for the City to build its own electrical substation in the Berry Hills Subdivision property that was purchased by the City in 2020. Funds would also refinance the \$2M borrowed in 2020 to begin the engineering for the substation and purchase economically developable land near Lowe Chevrolet and I44. More info to follow in March.

### Updating the City of Waynesville Personnel Manual

Committee members reviewed an update to the City's personnel manual to add a Dress Code Policy section.

### Other Business

- City Hall will be closed February 15<sup>th</sup>, 2021
- Employee Yearbook - Committee members reviewed the new City of Waynesville Yearbook created by Miriam Jones by the request of Mayor Brown.
- Review Annual MIRMA Evaluation - Committee members reviewed the Annual MIRMA Evaluation. 2020 came in at 85%, a 4% increase since 2019. Mr. Doyle stated that all City employees are being trained in First Aid and CPR, and will be certified for 2 years.

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 Davis. Vote was called.

YEAS – Liberty, Curtis, Davis

NAYS – None

Motion passed & committee entered into closed session at 5:30pm.

Committee returned to regular session at 6:19 pm.

Next meeting will be held on April 8<sup>th</sup>, 2021 at 5:00pm