

Finance & Human Resources Committee
Open Session Minutes
April 14th, 2022

Members Present: Chairman Cecil Davis, Councilman Ed Conley, Councilman Amanda Koren

Staff Present: Amber Box, Tracey York, Michele Brown

Media: Darrell Marina, Pulaski County Daily News

Guests: Keith Pritchard

Call to Order: Meeting was called to order 5:00 p.m. Quorum was established.

Citizen Comments: None

Special Presentation by Kenneth Olsen of Enterprise Fleet Management: Mr. Olsen joined the meeting via Zoom and provided a proposal for the city to begin updating the fleet with a leasing agreement. The savings would be substantial in regards to maintenance and operations. Committee will review the provided contract in closed session under (11) Specifications.

Approval of Minutes: A motion was made by Councilman Conley to accept the February 10th, 2022 minutes as written. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley

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/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 2022 Fiscal Year with expenses ending at 26% and revenues at 32%. City bank accounts have a total of \$7,241,207.79 in restricted funds, reserve funds, and usable monies.

Proposed Returned Check Policy

The city has always followed a returned check procedure, but has never had a written policy in place to provide to customers. The proposed policy is the current procedures being followed at the city. Councilman Conley made a motion to adopt the Returned Check Policy as written. Motion was seconded by Councilman Koren. A vote was called.

YEAS – Davis, Conley, Koren

NAYS – None

Motion Passed

Early Payoff – 2020 Peterbilt Dump Truck

Mrs. Box provided the committee with a payoff quote for the 2020 Peterbilt dump truck that is currently on lease purchase at Security Bank. The total payoff amount would be approximately

\$62,000. The city already budgeted for lease payments in 2022, but many of those were paid off in late 2021. Mrs. Box proposes reallocating those lease payment budgeted funds to the payoff of this lease purchase agreement. Councilman Conley made a motion to pay off the 2020 Peterbilt dump truck lease purchase agreement at Security Bank. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley, Koren

NAYS – None

Motion Passed

Current Job Openings

Ms. Brown reviewed the current job openings with the committee.

- Administrative Assistant I – Front Reception
- Administrative Assistant II – Building & Public Works
- Seasonal Labor – Parks (Hoping to hire 5)
- Public Works Technician I – Street
- Meter Read I

AsureForce Timeclock Progress

Ms. Brown stated that the trial period for the new timeclocks has gone really well. The field offices will begin getting registered and start using the AsureForce timeclock and the web-punch on the app this month. The city hopes to be fully utilizing the new timeclock software by August.

Employee Appreciation Day

Ms. Brown stated that the Employee Appreciation Day will be held at Ozarks Technical Community College in Waynesville on June 17th, 2022. She extended an invitation to all Councilman to attend.

Other Business:

Letter Outlining Censure Requirements - Ms. Brown provided the committee with a proposed letter to Mayor Brown, outlining the censure requirements. Councilman Conley would like to add a line that designates who the mayor will present his plan to. Councilman Koren would like to add a date to the letter. After discussion, the letter will be amended to state that Mayor Brown is required to provide a comprehensive plan to the Finance & Human Resources Committee no later than April 30th which is 30 days from the previous City Council meeting that voted to begin the censure. Committee will then review at their May 12th, 2022 Finance & Human Resources Committee meeting. If the committee accepts the plan, it will be presented to the full City Council in May. If the committee does not accept the plan, it will be returned to the mayor for revisions. Ms. Brown stated she would amend the letter and send it to Mayor Brown.

Mayor Pro-Tem Pay During Censure Period – Ms. Brown stated that Lauber Municipal Law has advised the city that the Mayor must continue to receive his \$300 monthly payment. She stated that the Mayor Pro-Tem will be doing all the public duties of the mayor during the censure period, and asked the committee to consider a monthly payment to the Mayor Pro-Tem during this time. Chairman Davis stated that he has spoke with the current Mayor Pro-Tem, Councilman Liberty and he is willing to serve in this capacity without compensation. He stated this has cost the city enough money already and he is not in favor of additional funds being used. Committee are in agreement to not compensate the Mayor Pro-Tem during the censure

period, but the city will pay for travel and hotel expenses for the Mayor Pro-Tem to perform his duties as needed at public functions.

Blue Police Badges - Every April, Autism Speaks celebrates World Autism Month, beginning with World Autism Awareness Day on April 2. Throughout the month, they focus on sharing stories and providing opportunities to increase understanding and acceptance of people with autism, fostering worldwide support. The City of Waynesville Police Department are participating by wearing blue badges during the month of April. All our officers are passionate about bringing awareness and support to the many people who are on the spectrum. Officers purchased these badges at their own expense.

Back the Blue Week May 1-7, 2022 – The city will be participating in the Back the Blue week by highlighting our officers and their service on our Facebook page. Many of our officers will also be attending the Back the Blue Event being hosted by County Prosecutor, Kevin Hillman, in the park.

Mr. Doyle stated a need for closed session in accordance with RSMo 610.21 (1)(2)(3)(11)(13). Councilman Conley moved to go into closed session for that purpose and was seconded by Councilman Koren. A vote was called.

YEAS – Davis, Conley, Koren

NAYS – None

Motion Passed & committee enter into closed session at 6:01 p.m.

Committee returned to open session at 6:39 p.m.

Enterprise Fleet Management Lease Agreement and Maintenance Agreement

Councilman Koren made a motion to prepare an Ordinance to enter into a Master Equity Lease Agreement and a Full Maintenance Agreement with Enterprise Fleet Management and forward to City Council for final approval. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Davis, Conley, Koren

NAYS – None

Motion Passed

Committee adjourned a 6:39 p.m.

Next meeting will be held on May 12th, 2022 at 5:00pm