

Finance & Human Resources Committee
Open Session Minutes
June 1st, 2023

Members Present: Chairwoman Amanda Koren, Councilman Cecil Davis, Councilwoman Trudy Dils

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

Guests: Mayor Sean A. Wilson

Media: Darrell Maurina, Pulaski County Daily News

Call to Order: Meeting was called to order 5:01 p.m. Quorum was established.

Citizen Comments: None

Establish the Use of Consent Agenda in Finance & Human Resources Committee: All matters listed under Consent Agenda are considered routine by the Finance & Human Resources Committee and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, the item will be removed from the Consent Agenda and will be considered separately. This month's agenda is amended to include the following items as the Consent Agenda:

1. Approval of the Minutes: May 4th, 2023
2. Approval of Bills: May 2023

Approval of Consent Agenda: A motion was made by Councilman Davis to approve the consent agenda. Motion was seconded by Councilwoman Dils. A vote was called.

YEAS – Koren, Davis, Dils

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 41.6% of the 2023 Fiscal Year with expenses ending at 49% and revenues at 44%. City bank accounts have a total of \$6,315,570.35 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, but that renovation has been pushed back to the fall.

ARPA Projects: Monthly Update – Mr. Doyle stated that the budgeted ARPA monies in the Police Department budget will be utilized to purchase and install a new server.

Emergency Server Upgrades – Mr. Doyle stated that over Memorial Day Weekend, the IT Contractor attempted routine maintenance which resulted in the City Hall server crashing. The server has been restored; however, the equipment is outdated and is likely to fail again. In addition to the purchase of a server for the Police Department utilizing ARPA funds, City Hall also needs a new server. The cost of the two together is approximately \$24,000 and can be accommodated in the budget between the ARPA funds budgeted for the Police Department and the Contingency line in other departmental budgets. The recommendation to complete both upgrades is strategic to the upcoming holiday weekend, to accommodate any unforeseen complications.

Show Me Power Refund – Mr. Doyle stated that we pay an annual wheeling charge of \$150,000 to Show Me Power, as well as a monthly substation maintenance charge of \$5,125/mo. Per the agreement, Show Me Power is tasked to add up the total amount expended annually and refund the difference if needed, as well as bill additional monies if the maintenance costs exceed what is paid monthly. From June 2022 – May 2023, the maintenance costs were lower than what was paid by the city to Show Me Power, and the city was issued a refund for approximately \$35,000.

Certificate of Participation Series 2021A Project Fund Draw #2 – Mr. Doyle stated that draw #2 to purchase the facility at 1107 Historic 66 W. has been completed and the wire has been received. The original plan was to utilize COP funds to build a public works facility to house the electric department; however, the opportunity to purchase the building located at 1107 Historic 66 W came available. After discussions with this committee, city staff were tasked with getting approval through our Municipal Bond Experts at Stifel Nicolas. After legal review, the city was approved to utilize COP funds to make this purchase. The City Council approved this purchase at the May 2023 City Council meeting. This purchase will temporarily house the fire department and will be renovated to accommodate them at this time. Long-term, this building is planned as the future Waynesville Public Works Facility that will house our electric department. The city was able to save more than a million dollars by making this purchase as opposed to building a brand-new facility.

Dispatch – Committee reviewed a letter signed by Mayor Wilson that was sent to the Pulaski County 911, asking them to continue their services to the city until the end of the year, and that the City of Waynesville will begin alternative police and utility dispatching services by January 1st, 2024. This letter was sent in response to a letter received from Pulaski County 911 in March 2023 giving the city three options; Option A would be an increased cost of nearly \$57,000/yr. with less services than currently offered, Option B was an increased amount of \$106,000/yr. while maintaining the same services currently offered, or Option C was to terminate the agreement with them. Mayor Wilson's letter invokes Option C, effective December 31, 2023. City staff are putting a budget & personnel plan together to begin the City of Waynesville dispatching services for all non-emergent calls.

Employee Personnel Manual Updates – Ms. Brown stated that the major changes include the wording from MIRMA to address recreational marijuana. This updated policy conforms to MIRMA's model policy and is personalized to fit the unique benefits and complexities of the City of Waynesville. Councilwoman Dils suggested provided a copy to all employees annually and requiring them to sign a form upon receipt of the updated manual each year.

Proposed Ordinance Amending the Employee Personnel Manual to add Employee Holidays – Councilman Davis made a motion to send the Proposed Ordinance Amending the Employee Personnel Manual to add Employee Holidays to City Council for final approval. Motion was seconded by Councilwoman Dils. A vote was called.

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

Other Business:

City Hall Closed: City Hall will be closing at 10:00 a.m. on June 16th, 2023, for Employee Appreciation Day. All City Council members are invited to attend. Additionally, City Hall will close all day on June 19th, 2023, in observance of Juneteenth.

Mid-Year Budget Adjustments will begin in July 2023.

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

YEAS – Koren, Davis, Dils

NAYS – None

Motion Passed & committee entered closed session at 5:37 p.m.

Committee returned to open session at 6:07 p.m.

Committee adjourned at 6:07 p.m.

Next meeting will be held on July 6th, 2023, at 5:00pm