

Finance & Human Resources Committee
Open Session Minutes
March 10th, 2022

Members Present: Chairman Cecil Davis, Councilman Ed Conley,
Absent: Councilman Amanda Koren
Staff Present: John Doyle, Amber Box, Tracey York, Michele Brown
Media: Darrell Marina, Pulaski County Daily News

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

Citizen Comments: None

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 Conley to approve paying the bills. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley
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 16.6% of the 2022 Fiscal Year with expenses ending at 13% and revenues at 23%. City bank accounts have a total of \$7,084,727.90 in restricted funds, reserve funds, and usable monies. The city has several large debt service payments in March, totally approximately \$1.3M.

Proposed Resolution Establishing Parameters to enter into a Lease Purchase Agreement for an Outfitted Animal Control Van

The city budgeted for the Animal Shelter to purchase an outfitted animal control van. The budgeted amount would cover the debt service payment of a \$50,000 - \$70,000 purchase. Councilman Conley made a motion to forward the resolution to City Council for final approval. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley
NAYS – None
Motion Passed

Proposed Employee Emergency Benefit Program

Mr. Doyle discussed the high inflation and gasoline prices and how this will negatively impact city employees, particularly those who are in entry level positions and pay rates. The proposed plan would offer options to the employees including the ability to work from home for eligible employees, take home vehicles, and a personal mileage reimbursement plan. Each opportunity would allow the lowest paid employees to take advantage of this program when gas prices

reach a cost of \$4.25 per regular unleaded. The scale would then allow those who live farther away to take advantage as gas prices increases. Councilman Conley made a motion to forward the Employee Emergency Benefit Program to City Council for final approval. Motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley
NAYS – None
Motion Passed

Review Coffee Break Policy

Mr. Doyle stated that there are very few employees who take advantage of this policy, and those that do are utilizing it as a smoke break. The city gives every employee a one-hour lunch break in their 8-hour work day. The committee are in agreement to remove the coffee break policy from the Personnel Policy.

Establish Policy Regarding Smoking on City Property and in City Vehicles/Equipment

Mr. Doyle reviewed ordinance 738 that was passed in 1992 regarding smoking. He would like to establish a policy that would prohibit smoking in city vehicles and equipment and inside city buildings. Councilman Davis stated that it's a federal rule that there is no smoking within 50 feet of any government building. Councilman Conley stated that he would like the city to have an established area that is covered, so employees do not have to stand in the weather while smoking. Ms. Brown stated she could amend the current ordinance to address the concerns. Councilman Conley made a motion to update the ordinance to prohibit smoking within 50 feet of city property and in city equipment and vehicles. The motion was seconded by Councilman Davis. A vote was called.

YEAS – Davis, Conley
NAYS – None
Motion Passed

Other Business:

Annual City Audit: KPM CPA's & Advisors will be onsite March 14-18th, 2022 to begin the annual audit. Cost will not exceed \$24,000 for the audit; however, the city is required to complete an independent audit due to receiving more than \$750,000 in federal grant money. The cost of the individual audit is \$6,500.00

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

YEAS – Davis, Conley
NAYS – None
Motion Passed & committee enter into closed session at 5:40 p.m.

Committee returned to open session at 6:30 p.m.

Proposed Ordinance to accept a Real Estate Purchase Contract

Councilman Davis made a motion to prepare an Ordinance to accept a Real Estate Purchase Contract for property known as "River Property" located in Section 24, Township 36 N, Range

12 W if received by March 17th, 2022. Motion was seconded by Councilman Conley. A vote was called.

YEAS – Davis, Conley

NAYS – None

Motion Passed

Committee adjourned a 6:32 p.m.

Next meeting will be held on April 14th, 2022 at 5:00pm