



Finance and Administration Committee Record of Proceeding November 18, 2019

The Finance and Administration Committee met on Monday, November 18, 2019. Those in attendance included: Chairperson Michael Moore, Ward III; Council Committee Member Barb McGuinness, Ward I; Council Committee Member Ben Keathley, Ward II; Council Committee Member Michelle Ohley, Ward IV; and Finance Director Jeannette Kelly. Those also in attendance included: Mayor Bob Nation, Councilmember Dan Hurt, City Administrator Mike Geisel, Administrative Assistant to the City Administrator/Deputy City Clerk Amanda Miller, City Clerk Vickie McGownd, Director of Public Works Jim Eckrich, Planning and Development Services Director Justin Wyse, Information Technology Director Matt Haug and Assistant Finance Director John Hughes.

Chairperson Michael Moore called the meeting to order at 5:30 p.m.

Approval of Minutes

The minutes of the October 29, 2019 Finance and Administration Committee of the Whole Meeting were submitted for approval. Councilmember McGuinness made a motion, seconded by Councilmember Keathley to approve the October 29, 2019 Finance and Administration Committee of the Whole Meeting minutes. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Clarkson Valley Court – Contract for Services

The City of Chesterfield was contacted by Mayor Scott Douglass of Clarkson Valley (CV), regarding a contract to provide court clerk services for the City of Clarkson Valley. The CV Court Clerk intends to retire at the end of the year and Clarkson Valley was exploring their options regarding court staffing. Over the course of the last few months, we have communicated on a routine basis and we've mutually agreed that it was undesirable and likely not cost efficient for the City of Chesterfield to simply provide Court Clerk staffing if Clarkson Valley desired to continue to maintain their court location, Prosecutor and Judge courts implementation. The City of Chesterfield and Clarkson Valley have come to a tentative configuration where the City of Chesterfield would provide court administration services to Clarkson Valley, concurrent with the City of Chesterfield's court activities. Clarkson Valley would abandon their own physical court, and would conduct their court concurrent with the Chesterfield Court. Clarkson Valley would appoint Chesterfield's Prosecutor (Engelmeyer) and Municipal Judge (Brunk) tandem as their appointees. Existing Chesterfield Court staff would then assume responsibilities for administration of the

Clarkson Valley docket. There are many internal details and coordination issues that we have considered and are working through, including the transfer of records, legacy systems, and show me courts implementation. Please recognize that this is NOT a consolidation of the courts, but simply a contract service proposal at this time. The contract for services would involve compensation increases to the Judge, Prosecutor, and Court staff, which Mr. Geisel had provided to Council under separate cover.

Councilmember Moore made a motion, seconded by Councilmember Keathley to forward the Clarkson Valley Court – Contract Services to City Council. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Affirmation of Contract – Retirement Plan Advisors

The City of Chesterfield contracts with Retirement Plan Advisors (RPA) for administration of our employee retirement plan. RPA's engagement with the City resulted from a comprehensive review and analysis conducted by the City and an HR consultant in 2005. The other significant change in the City retirement plan structure, shifting from a seven-year incremental vesting to a five year cliff vesting schedule, also occurred as a result of the City's 2005 review. Retirement Plan Advisors has continuously acted in this capacity since they were named as the City's fiduciary retirement advisor and plan administrator since 2005 as authorized by City Council. Over the course of the last several months, as the Retirement Board of Trustees held their regularly scheduled meeting and as we have consulted with RPA with regard to other administrative plan issues, City Administrator Mike Geisel was unable to retrieve the executed version of the contract which was approved by Council in 2005 (minutes attached). They concurrently searched their records and also could not find the executed agreement of engagement. All of that being the case and understanding their long and successful performance with the City, Mr. Geisel is seeking Council's concurrence to affirm their prior approval and to authorize him, as City Administrator, to execute the account services agreement such that we have a fully executed agreement for our files and to ensure both parties remain accountable.

Councilmember Ohley made a motion, seconded by Councilmember Moore to recommend to City Council, authorizing the City Administrator to execute the account services agreement and to prepare a request for proposals for other retirement plan administrators. Councilmember Ohley made a motion to amend the original motion to authorizing the City Administrator to execute the account services agreement and have staff investigate the plan administrator alternatives (in lieu of proceeding directly to an RFP process), seconded by Councilmember Moore. A vote was taken on the amendment to the motion with an affirmative result (4, 0) and the motion was declared passed. A vote was taken on the original motion, as amended, with an affirmative result (4,0) and the motion, as amended, was declared1 passed.

Citizen of the Year Selection Committee

Since 1998, the City of Chesterfield has annually recognized the Chesterfield "Citizen of the Year". The procedures and policies related to this process have

been reviewed and updated over the last few years. The current selection committee has been active throughout 2019 in reviewing the nominations, webpage presence, forms, language, and other materials related to the Citizen of the Year recognition. City Policy FA-25 describes the selection criteria, procedure, recognition process, as well as the composition of the selection committee. It should be noted that the sole purpose of this selection committee is to review nominations and make the recommendation for award, for the Citizen of the Year. Specifically, the policy indicates that the selection committee was to be made up of ten members as follows:

- 1) Previous Citizen of the Year Award recipient
- 2) Four Citizen Committee Chairpersons
- 3) One representative from each ward, selected by the Councilmember of that ward
- 4) A representative from an area civic or community group such as the Chamber of Commerce, Rotary Club, or Kiwanis City Administrator Mike Geisel presented a current financial update.

Councilmember Moore made a motion, seconded by Councilmember Keathley to immediately nominate three new members for wards I, II, & IV to the selection committee and that expanded committee will conduct the current Citizen of the Year selection process, and direct staff to develop recommendations for the future composition of the Committee as well as term limits, and bring those recommendations back to the F&A Committee. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

City Website

Chairperson Moore stated himself and IT Director Matt Haug have been working together to make the City's Website more user friendly. The home page on the City's Website has many repetitions and items that can be removed.

Councilmember McGuinness made a motion, seconded by Councilmember Keathley to clean up the home page on the City's website in an attempt to make our website more user friendly. A vote was taken with an affirmative result (4, 0) and the motion was declared passed.

Financial Update

Finance Director Jeannette Kelly presented a current financial update.

Adjournment

The meeting was adjourned at 6:26 p.m.

Respectfully submitted:


Jeannette Kelly
Finance Director


Amanda Miller
Deputy City Clerk

Approved: 3/3/2020