

CITY OF LEBANON  
CITY COUNCIL WORK SESSION MINUTES  
September 7, 2023

BE IT REMEMBERED that the Council of the City of Lebanon, Missouri, met in Work Session on September 7, 2023, at 5:00 p.m. in the Council Chambers at City Hall located at 401 South Jefferson.

ROLL CALL AND DECLARATION OF A QUORUM

City Council- Upon roll call, the following Officers were present: Gib Adkins, Sheila Mitchell, Dan Mizell, Jeff Mutchler, Randy Wall, Chuck Jordan, and Mayor Carr. Absent: Mike Evans and Bob Garner.

Planning and Zoning Commission- Upon roll call, the following Officers were present: Michall Holmes, Chris Meckem, Carrie Plassmeyer, Randy Randolph, Shirley Tarwater, Randy Wall, Kristen and Waterman. Absent: Jeff Stokes and David Wheeler.

A quorum was declared.

Councilman Evan joined the meeting at 5:20 pm.

Staff members and others in attendance: City Administrator Mike Schumacher, Public Works Director Richard Shockley, Police Chief Bryan Arnold, Fire Chief Sam Schneider, Code Administrator Joe Berkich, Planning and Zoning Manager Christina Wagner, Human Resource Director Kathy Milliken, Finance Director Kat Gill, Tourism Director Rebecca Rupard, IT/Airport Director Jarrad Schomaker, Park Director John Shelton (joined the meeting at 6:05 pm), Facilities Director Shawn Williams, Communications Manager Derek Gean, and Assistant City Administrator/City Clerk Laina Starnes.

ERP SYSTEM

IT/Airport Director Jarrad Shomaker shared that staff had been searching for an Enterprise Resource Planning (ERP) software system. Shomaker said the City had been using Incode, a Tyler Technologies product, for the past 19 years; a software that had no Application Program Interface (API) and less than acceptable software support. So, they were looking for one system versus a variety of systems that didn't talk to one another. During this presentation, Schomaker said new software that provided more functionality and flexibility for staff and customers was needed. He, Finance Director Kat Gill, and Human Resource Director Kathy Milliken then shared how the software search was handled, the benefits of what going to the selected software (Caselle) would create, and cost savings. Gill reported they planned to get this before Council for consideration at the second meeting in October.

SPENDING LIMITS

Finance Director Kat Gill spoke to Council regarding the City's purchasing policy, which included purchase order requirements, spending limits, and City Council approval. A discussion commenced where Councilman Mizell expressed he felt the dollar figure for

getting Council's approval was set too low. City Administrator Mike Schumacher stated that tweaking dollar figures would need to be a Council decision. At the conclusion of the discussion, Council asked Shumacher to tweak the current policy and bring it back to them for further discussion and direction.

COMPREHENSIVE PLAN- CITY LEADERSHIP MEETING NO. 1 WITH PLANNING AND ZONING  
Shelby Ferguson, Hannah Kroll, and Eric Lander of Olsson Studio spoke to City Council and the Planning & Zoning Commission members about what the purpose of a comprehensive plan was. They said it was a vision for the future, a record of shared goals and desires, a coordinated road map for the future, and a guide for growth and development for the next 10 years. The timeline for the project and various other information such as outreach, public engagement events, visioning workshops was shared. The meeting went into recess for 15 minutes and then the Council and Planning and Zoning Commission members broke off into several groups for a visioning exercise led by Ferguson and Kroll.

ROUND TABLE DISCUSSION

None.

ADJOURNMENT

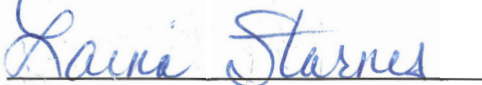
Mayor Carr declared the meeting adjourned at 7:57 p.m.



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Mayor Jared Carr

ATTEST:



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City Clerk Laina Starnes

Minutes Approved September 25, 2023