

CITY OF LEBANON
CITY COUNCIL WORK SESSION MINUTES
APRIL 28, 2025

BE IT REMEMBERED that the City Council of the City of Lebanon, Missouri, met in Work Session on April 28, 2025 at 6:00 PM in the Council Chambers at City Hall located at 401 South Jefferson.

Call to Order, Roll Call, and Declaration of Quorum

Upon roll call, the following Officers were present: Gib Adkins, Mike Evans, Sheila Mitchell, Dan Mizell, Jeff Mutchler, Chuck Jordan, Bob Garner, Randy Wall. Absent: None.

A quorum was declared.

Staff members and others in attendance: City Administrator Troy Schulte, Public Works Director Richard Shockley, Police Chief Jerry Harrison, Fire Chief Sam Schneider, Finance Director Sean Bennett, Human Resource Director Kathy Milliken, Facilities Director Shawn Williams, Code Administrator Christina Wagner, Downtown Business District Executive Director Sarah Stewart, Communications Manager Derek Gean, City Clerk Lacey Brackett, and City Counselor Chris Allen.

Information Provided by Staff

Council Goals Group 4- Internal Services

Finance Director Sean Bennett provided an update on the ERP system. He explained that Caselle training had recently taken place at City Hall for departments including Utilities, Finance, and Human Resources. He noted that IT Director Jarrad Schomaker was currently working on a data pull, and the system was scheduled to go live on May 5. Bennett also reported that the Financial and Accounting modules were expected to go live on May 18, followed by the Utility module on June 1. The full implementation of the ERP system is anticipated to be complete by July 1. Bennett also shared that they were in the process of integrating Sensus data and a new credit card payment portal. He commented that Caselle had been excellent to work with throughout the process.

Councilman Adkins inquired whether everything had been paid for, and Bennett confirmed that it had. In response to a question from Councilman Evans, Bennett stated that there would be no changes to payment history or invoices.

Facilities Director Shawn Williams reported that construction had begun on the SIM lab. He noted that fiber installation was scheduled for the following week, all interior framing had been completed, and the sprinkler system and electrical installation were in progress. Human Resources Director Kathy Milliken shared that the simulators would be purchased closer to the opening date through a cooperative contract. Williams stated the estimated completion date for the SIM lab is around the first of July. Williams also provided an update on the pocket park,

noting that the Street Department had begun dirt work. He added that once weather allows, underground utilities would be installed.

Presentations for Future Action

Continued Lodging Tax Discussion

Tourism Director Rebecca Rupard presented a report to Council from the Missouri Division of Tourism, which included details on tourism. She noted that the City could work with Epsilon, a company that partners with a credit card provider to offer detailed spending data.

City Administrator Troy Schulte stated that a 5% lodging tax could generate approximately \$150,000 in additional revenue. He also shared potential ballot language with the Council and advised that the cost of placing the item on the August election ballot would be \$9,000.

Rupard added that Jim Stewart with Bennett Spring voluntarily collects and remits lodging tax, and she would be reviewing the proposed tax with the Tourism Board the following day. Councilman Mizell asked Rupard to provide the Council feedback from the Board.

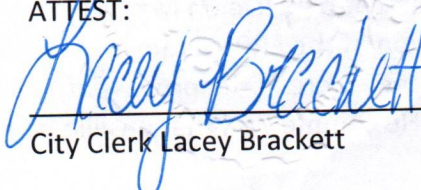
Round Table Discussion

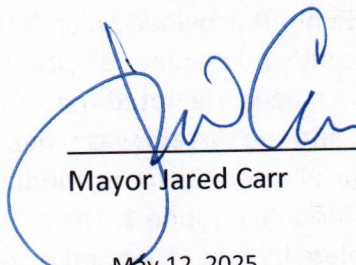
Councilman Jordan thanked everyone for attending the meeting.

Adjournment

Mayor Carr declared the meeting adjourned at 6:24 p.m.

ATTEST:



City Clerk Lacey Brackett

Mayor Jared Carr
May 12, 2025

Minutes Approved