



The City Council of the City of Festus, Missouri met during a work session on March 10, 2025, at 5:30 p.m. at City Hall located at 711 West Main Street, Festus, Missouri.

**I. Call to Order**

Mayor Richards called the Work Session to order at 5:30 p.m.

**Roll Call:** Instead of a verbal roll call, Greg Camp instructed City Council on how to sign into CivicClerk Management System to mark themselves as being present. There was an issue with Councilman Dennis and Councilman Cook being unable to mark themselves present. Therefore, Finance Director Michelle Vaughn marked them in the system as being present.

Present:

Councilman Boyer  
Councilman Venz  
Councilman Cook Via Zoom  
Councilwoman Templeton  
Councilman Wehner  
Councilman Dennis via Zoom

Absent:

Councilman Collier

Also in attendance:

Mayor Samuel F. Richards, City Administrator Greg Camp, Cit, Finance Director Michelle Vaughn, Accounts Receivable Clerk Jennifer Filkins, Public Works Director, Michael Christopher, Building and Planning Director Mark Harris, Parks Director Josh Whaley, Recreation and Tourism Director Barb Lowry, Police Captain Lewis Pippin, Fire Chief Jeffrey Broombaugh, and City Attorney Brian Malone Via Zoom.

**II. Mayor & City Council Discussion**

City Administrator Greg Camp helped council get logged into the CivcClerk Management System with the new laptops. Once everyone was able to get logged in, a live voting portion of the software was demonstrated to the City Council. Greg instructed the council on how to click under their initials in the top right-hand corner to access the board portal where they will see the cards for both the work session and the council meeting, which once they join meeting they will click present to vote.

Councilman Dennis said that he had to get his 2<sup>nd</sup> iPad to log in because he did not think he could use the same device zooming in. Camp stated he would have to have multiple



screens open on his single tablet or iPad, which could be complicated and suggested two screens would be a better way to go.

**SAMPLE VOTE:**

Camp & Vaughn presented a sample vote and asked for a 1<sup>st</sup> and 2<sup>nd</sup> to initiate the vote. Councilman Wehner made a motion to check the software by voting yes, no, or abstain, vote was seconded by Councilwoman Templeton. Everyone attending in person was able to vote except for Councilman Dennis and Councilman Cook. Clerk Vaughn marked Dennis and Cook as abstaining votes. Clerk Vaughn announced five yes votes, two abstained and Collier absent. The motion passes. Camp explained that once we get further along with the software it would then be displayed on the board portal display page the tally of the vote. Camp informed the council that initially we will still have Leah doing a voice vote but also have each of the council go through to click yes, no, or abstain until this software is completely rolled out.

Camp explained again that the board portal is where most of this is going to be taking place, which will allow the council to be able to pull up the agenda but most importantly they are going to want to click on the joining meeting button. Councilman Wehner asked if when they vote is it going to be in response to Michelle or Leah's call to vote. Greg stated yes there will be a call for you to make your vote still but first the Mayor will ask if there is any further discussion and will entertain a motion for a 1<sup>st</sup> and a 2<sup>nd</sup>, which are recorded by the clerk and is either a roll call or all those in favor. Therefore, if it is a roll call the clerk will still go down the line with the voice vote, but you will also be clicking on the yes, no, or abstained on the screen.

Camp said that he knows this is going to be very different to what has been done before but once everything is up and running, he believes that the council will be pleased with it. Currently Jefferson County is going through the growing pains and is a few months ahead of the city.

Camp stated that the iPads that had been issued to council are still theirs to use to check outlook email but that when they come in all they need is their city email and password to log into the CivicClerk here, which will get them directly into their board portal. So, the laptops will stay inside the council chambers.

Camp shared his screen and went over the board portal showing the current work session and the council meeting coming up at 6pm and how to click on the meeting where they can look at the agenda or even download the packet, which everything will be saved to this portal so council can log in anytime, anyplace on any smart device to view old agendas and meeting minutes. Camp did state that if the council wants to during the meeting they



can take notes, highlight or add annotations to the agenda. Camp explained that the notes are only viewable by you only.

**Adjournment**

Councilman Boyer moved to close the Work Session and was seconded by Councilwoman Templeton.

**Vote:**

Councilman Boyer:	Aye
Councilman Collier:	Absent
Councilwoman Templeton:	Aye
Councilman Wehner:	Aye
Councilman Dennis:	Aye
Councilman Venz:	Aye
Councilman Cook:	Aye
Councilman Tinnin:	Aye

Motion carried and the work session adjourned at 5:52 p.m.

3/24/2025

Date - Approved by Council



Leah Smith  
City Clerk  
City of Festus, Missouri