

**MINUTES OF THE SPECIAL MEETING & WORK SESSION
OF THE BOARD OF ALDERMEN
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI
THURSDAY, APRIL 28, 2011**

SPECIAL MEETING

CALL TO ORDER

A Special Meeting of the Board of Alderman of the City of New Melle was held on Thursday, April 28, 2011 at 2:00 P.M. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, Missouri.

ROLL CALL

Present were Mayor Ernest Arteaga, Alderman Janet Jokisch-Messig, Linda Ginther and William; resulting in a quorum.

DISCUSSION REGARDING THE PROVISIONS OF CERTAIN BUDGET AND FINANCIAL SERVICES

The Mayor introduced Jim Pepper. Mr. Pepper discussed how the mayor and himself met, his affiliations, and his background in government and his work history. Mr. Pepper is a councilman for O'Fallon. Mr. Pepper wants to help the City of New Melle with Financial Statements by volunteering his services for a short period of time until New Melle can take over these financial statements.

There was much discussion on the matter and result in an agreement that Mr. Pepper would be allowed to remove the Quickbooks data from the City of New Melle so he could analyze the information and report back to the board his suggestions on what items need to be addressed and how he would work on getting this information done. Some items Mr. Pepper definitely wanted to address was to make sure the board had a good understanding of what their expenses are actually for by making reports available. He would do this by combining accounts and also setting up sub-accounts resulting in not changing the accounting but changing how it works. Mr. Pepper submitted a confidentially agreement to the Board.

An agreement the City's attorney made up was presented to Mr. Pepper. Mr. Pepper refused to sign the report because he would not obtain Errors & Omissions insurance and also did not agree to the items on Exhibit A. Mr. Pepper stated the cost for insurance was too much for him to obtain and he was working for free. The city clerk, DeeAnn Burwitz, was concerned that Mr. Pepper would be removing files from the City. Mr. Pepper explained those files are Public record and he has submitted the confidentially agreement.

Mr. Pepper also stated he would not do any of the day-to-day data entry. The city clerk believed that he would need to make journal entries, because Botz Deal spends a lot of time making adjustments such as adjustments for the restricted funds and entries to adjust the bank reconciliation and entries for the Bond checking account. Mr. Pepper stated his

goal was to get the people at the City to be able to do these adjustments which may include finding an advisor to fill this spot. The mayor stated that Botz Deal were limited on how they help us. Botz Deal's bill at a rate of at least \$100 per hour and lately the bills were so high it was causing the expense to be so far out of budget. Also, Botz Deal's bills are not timely (on a monthly basis).

Since the agreement with the city was not going to be signed by Mr. Pepper, the Board could not approve a written agreement. The Board made a motion to allow Mr. Pepper to take the financial records from the premises to make recommendations to the board.

Alderman Pollihan made a motion to allow Jim Pepper authority to take financial reports from premises to make recommendations to the Board. Alderman Ginther seconded the motion. On a call by the mayor for Ayes and Nays, the alderman voted 3 "Ayes" - all were in favor.

Adjournment: *On motion of Alderman Jokisch-Messig, second by Alderman Pollihan, the Aldermen voted 3 "Aye" to adjourn the Special Meeting at 3:10p.m.*

WORK SESSION

CALL TO ORDER

A Work Session of the Board of Alderman of the City of New Melle was held on Thursday, April 28, 2011 following the Special Meeting. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, Missouri.

ROLL CALL

Present were Mayor Ernest Arteaga, Alderman Janet Jokisch-Messig, Linda Ginther and William; resulting in a quorum.

STANDARDS OF MINUTES RECORDING

The Mayor stated that the minutes of the past Board meetings are too long and over detailed and wanted the Board to decide on what amount of detail they would like to see on the minutes. The minutes of the Planning & Zoning are too short and not enough detail. After discussion it was decided that each item on the meeting should have the following format:

- 1) Topic of issue
- 2) Summary of the discussion about this topic
- 3) Action decided
- 4) Who is responsible to carry the action

When using this format, when preparing future agendas regarding old business, the agenda should list the topic and the responsible party.

Flag Pole

The board discussed the want a Flag Pole erected in Greenwood Park. They discussed what type of flag pole they want to have, getting businesses or

individuals in the area to volunteer their services to install the flag pole and other costs, and if possible to have the VFW dedicate the flag pole on July 4, 2011. The board decided Alderman Pollihan should look into the costs for the flagpole and all will work on trying to get volunteers to do install.

Representative to attend May 17, 2011 networking at New Melle Chamber of Commerce

The Mayor wanted to see who could attend the May 17 networking meeting. None of the board members were going to be available.

Next regular meeting is May 9th for a regular session.

At the next Planning & Zoning meeting there needs to be reappointments of the members. Resident members' terms are 4 years and non-resident members terms are 1 year. The Board of Adjustment needs to have Alderman Pollihan removed from the list leaving 3 members and there should be 5 members.

Meeting nights needs to be updated in the code book. City Clerk Burwitz needs to send information to Sullivan for updating. Burwitz needs to work with Sullivan to see what exactly they need and to make sure it will not cost the City a lot of money.

Adjournment: *On motion of Alderman Pollihan, second by Alderman Messag, the Aldermen voted 3 "Aye" to adjourn the Work Session Meeting at 3:34p.m.*

Submitted,

Approved,

Jo Ann Dickherber, Interim City Clerk

Ernest Arteaga, Mayor