

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF ALDERMEN
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI
WEDNESDAY, JUNE 15, 2011**

CALL TO ORDER

A Regular Meeting of the Board of Alderman of the City of New Melle was held on Wednesday June 15, 2011 at 7:00 P.M. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, Missouri.

ADMINISTER OATH OF OFFICE

The Interim City Clerk, Jo Ann Dickherber, administered the oath of office to the new alderman, Joe Lehman. Lehman read the oath out loud and signed the oath and the City Clerk certified the oath.

ROLL CALL

Present was Mayor, Ernest Arteaga, and Aldermen Janet Jokisch-Messig, William Pollihan, Joe Lehman; resulting in a quorum. Other City officials present were Police Chief Aaron Burkemper, and Interim City Clerk Jo Ann Dickherber. Jim Pepper was also in attendance. There were a couple visitors at this meeting.

PLEDGE OF ALLEGIANCE All stood and recited the Pledge of Allegiance.

OPEN FORUM

Dianne Sudbrock wanted to know if anyone new was appointed to the Planning and Zoning board at last night's meeting. The Mayor told Sudbrock that in the meeting tonight the Board would vote on the nominees from last night.

Sudbrock wanted to know if there was any more information regarding the Dive Stop property. The Mayor stated that would also be discussed tonight.

MEETING MINUTES – New 4 Step Process

The mayor stated that at a prior meeting Alderman Ginther suggested a new format for meeting minutes and we should use this process during the meetings. The process is 1) Topic of issue, 2) Summary of the discussion about the topic, 3) Action decided and 4) Who is responsible to carry the action.

APPROVAL OF MINUTES – April 20, 2011, April 28, 2011 and May 9, 2011

Alderman Pollihan made a motion to approve the minutes from April 20, 2011, April 28, 2011 and May 9, 2011 as read. Alderman Messig, seconded. On a call by the Mayor for the Ayes and Nays, the motion was approved 3-0.

REAPPOINTMENT OF CITY ATTORNEY

The Mayor explained to the board according to the New Melle Code book section 115.100, a city attorney needs to be appointed every year after the City election. So this item was to conform to that section.

Alderman Messig made a motion to reappoint Stephanie Karr as the City Attorney for the coming year 2011-2012 till the next election under the current contract agreement pricing. Alderman Pollihan, seconded. After a call by the Mayor for the ayes and nays, the motion was approved 3-0.

OLD BUSINESS:

1. JIM PEPPER AS FINANCIAL CONSULTANT

The Mayor stated we need to sign a contract with Mr. Pepper, who is going to provide the City with financial consulting for free and the Board needed to do that by passing a Resolution. Mr. Pepper indicated he made changes to the contract written by the City Attorney. One item which he removed was him providing insurance coverage for his services. The Mayor stated the City Attorney advised the Mayor not to sign the contract until the City makes sure MoPerm, the City's insurance carrier, covers Mr. Pepper's services. The Interim City Clerk, Jo Ann Dickherber, stated she had to left a message at the MoPerm's office and did not yet have an answer regarding the insurance.

Alderman Pollihan made a motion to pass the resolution to approve the Mayor to execute an agreement with Mr. Pepper after the insurance issue was cleared up. Alderman Messig seconded. After a call by the Mayor for the ayes and nays, the motion was approved 3-0.

The Mayor stated the Resolution was No. 2011-01 and the title read "A resolution approving an agreement for temporary budgeting and financial services between the City and Jim Pepper and authorizing the Mayor to execute same".

2. FLAG POLE- Pollihan

Alderman Pollihan stated he talked to Mr. Don Schauwecker at Baldwin-Priesmeyer and a 30 foot aluminum flag pole with internal operation with revolving truck at the top with a ball at the top plus a 5 x 8 foot flag and no sales tax, installed would cost \$1,976.00. The item was in stock and could be installed by July 4, 2011 so a ceremony could be held on July 4. Pollihan asked Pepper if the money was available. Pepper stated the money was available and in the Restricted funds for Parks and Recreation.

Alderman Pollihan made a motion to get the Flag Pole & Flag from Baldwin-Priesmeyer for \$1,976.00 and get it installed by July 4, 2011. Alderman Messig seconded. On a call by the Mayor for the ayes and nays, the motion was approved 3-0.

3. DROP BOX Report

The Mayor stated the old drop box was removed because it was getting jammed up only after 2 envelopes were placed in it. The company which it was bought from will refund the entire cost of the box to the City. A new Drop Box, which is larger and a bit cheaper in price, is being ordered. Since the funds for this were already approved, no motion needed to be made.

4. NEW MELLE FESTIVAL

The Mayor stated in the past the New Melle Festival organizers paid an impact fee of \$500 to help cover additional costs from our Police Department. Kyle Shell from New Melle Sports and Recreation has requested the Board consider a reduction in the fee because the festival's attendance has been down in the past years. The Board asked

Police Chief Burkemper what the extra expenses for his staff would be this year. Burkemper stated the ATV use was being donated but in the past there was \$100 for insurance coverage on the ATV, meals for the 4 officers during the 3 nights would be around \$150, and the extra help from the part time officers would be around \$280 for a total of around \$530. The board decided to reduce the fee by \$100 this year.

Alderman Pollihan made a motion to charge \$400 to New Melle Sports and Recreation for a Special Event Permit impact fee for the 2011 New Melle Festival. Alderman Lehman seconded. On a call by the Mayor for the ayes and nays, the motion was approved 3-0.

Burkemper asked the Board to also approve the agreement with Officer Lazzaro for the use of his ATV.

Alderman Messig made a motion to approve the lease for the ATV with Lazzaro. Pollihan seconded. On a call by the Mayor for the ayes and nays, the motion was approved 3-0.

5. CITY ATTORNEY REPORT

The Mayor stated the City Attorney, Stephanie Karr, wasn't present but he wanted to report for her regarding the Dive Stop property and the Shortt property. The Mayor stated Karr said the city needs an appropriation of funds to clean up these properties due to safety issues; for the Dive Stop it would involve a court order and clean up of the property and for the Shortt property it would involve a court order and seal up the building.

The Mayor stated he was aware of a potential buyer for the Dive Stop property who would like to make it a recreational area.

The Mayor stated the Shortt property will cost the City money to seal up the building and the Board should think about how they want to approach this matter. This can be discussed at the next Board meeting. The Mayor stated Karr said the City could condemn the property and put a lien against the property but that could take up to 5 years.

NEW BUSINESS:

1. FINANCIAL REPORT – Jim Pepper

Pepper reported that the City's Quickbooks was set up as 3 companies and needed to be 3 departments in one company. Pepper reported that the Go Bond and Restricted funds were set up properly. Expenses need to be laid out better to understand the costs better. Pepper stated the City was not having enough money coming in to cover the expenses. Pepper suggested the Board to analyze costs especially small items to cut back on. One area could be the Code Enforcement Officer - duties could be turned over to the Police Department. Police could identify the problems and then turn it over to the City Clerk to send out a notice.

Pepper explained the financial reports the Board had in their packet. Pepper stated that Dickherber broke down the annual budget by month. The financial reports indicated in red are where the City was lacking in income and in red where the City was over budget on expenses. Pepper suggested the Board analyze these numbers and make a Budget amendment in July. The City also needs to start "Penny Pinching" and when doing next years Budget will have to adjust income percentages down.

Alderman Pollihan questioned if we can change merchant and liquor license fees. The Mayor stated we can but we don't want to run people out of town. Pollihan asked if we can renegotiate the Cell Tower Rental. The Mayor stated himself and the City Clerk was working on locating the current contract and believes the City Attorney may have the information.

Dispatching costs were discussed. The Board asked Chief Burkemper to get a call report from the City of Wentzville.

Restricted funds were discussed. Pepper stated he was checking to see if Street lighting electric expenses could be paid from the Restricted Transportation funds.

Pepper stated Court revenue was down and it looks to him this is because of 2 things. One is some people have to set up payment plans to pay their court costs and two is tickets are down because people are obeying the rules and since gas prices are up they are staying home more. The Board asked if the City could get a new traffic count. The Mayor asked the City Clerk to contact MoDot regarding this. The Mayor stated he did not want the Police to write more tickets because that would end up discouraging people from coming to town.

The Mayor stated he wants to bring more businesses to town and reduce expenses on small things. The Board will discuss financial concerns at the next Board meeting.

2. QUICKBOOKS UPDATE – Jim Pepper request

Alderman Pollihan made a motion to approve a spenditure for software of \$150 to update Quickbooks to consolidate companies. Alderman Messig seconded. On a call by the Mayor for the ayes and nays, the motion was approved 3-0.

3. CONTRACTED SERVICES

The Mayor stated the Board has in their packets a spreadsheet showing the Subcontractors and a summary of their agreements with the City. The Board stated as before maybe the Police could take over the Code Enforcement Officers duties and maybe Janitorial services could be changed and these items would be discussed at the next work session. The Board discussed the City Engineer and were all in agreement that the Engineer charges including permits are too high. Two invoices from GBA (City Engineer) were in the Board's packet for review. One was for \$165 which came from a request from the former City Clerk for the Engineer to look into it a property on Sneak Road to see if it was in the City limits. The entire Board agreed both the former City Clerk and the Engineer should have known Sneak Road was not in the City limits and this bill was outrageous. The other bill was \$380 for the Engineer to produce a flow-chart which came from a P & Z board meeting request. Alderman Pollihan stated he already had a flow-chart which he showed at the P & Z meeting and the Engineer overcharged on this task. The Board members decided to find a different City Engineer. *Alderman Messig made a motion to pay the 2 outstanding bills from the City Engineer and give him a 2 week notice that his services are not needed as of June 30, 2011. Alderman Pollihan seconded. After a call by the Mayor for the ayes and nays, the motion was approved 3-0.*

4. POLICE REPORT

Burkemper talked about the seat belt violation grant from MoDot. MoDot is paying the overtime rate of the officers to enforce seat belts. There were 2 grants one for \$5,000 and

one for \$1,000. When pulling over some people for seat belt violations, they are also finding other offenses.

Burkemper stated MoDot gave the Police Department a tool called Fatal Vision which are goggles which stimulate the influence of alcohol on a person. Burkemper demonstrated the goggles on a couple members of the board. Burkemper stated the officers were going to do demonstrations at the New Melle Festival.

5. CITY CLERK OR CLERK/ADMINISTRATOR

The Mayor stated the City needs to advertise for a city clerk or a clerk/administrator. After discussion, the Board decided to advertise for resumes and decide at a work session whether the City can afford to hire a city clerk or a clerk/administrator and also work on the duties and at the next Board Meeting have an Ordinance to pass for the City Clerk's duties.

Alderman Messig made a motion to authorize advertising for an Administrator/Clerk position. Alderman Lehman seconded. On a call by the Mayor for the ayes and nays, the motion was approved 3-0.

6. CHOPP'S PROPERTY ZONING ISSUE – BILL #321

The Mayor explained recently someone called regarding the Zoning on the Chopp's property – the Old School House. The zoning map on the wall stated C-1 and in the past that property was Historical. The map on the wall is not dated and the last official map found in City Hall was dated 1989 by Mary Burt. The Mayor believes the City Engineer changed the map to the way he wanted it. The zoning map will need to be resolved and an official signed map will need to be produced in the near future.

The Mayor also explained there is an inconsistency in the Code book. Under Historical Preservation District, Section 405.210, under Permissive Uses and Conditional Uses it shows a list but all the other Districts say "See Appendix A" and Appendix A does have a column for Historical Preservation. Also, for Appendix A there is an inconsistency related to Day Care in the Historical District; under Day Care there is a C for Conditional Use and under Schools, Day Care there is a Permitted use. So this bill will fix the Code Book to be consistent and fix the Appendix A to show Permitted for Day Care and Schools, Day Care under Historical District.

On motion of Alderman Messig, second by Alderman Pollihan, to have the first reading, short form. On a call by the Mayor for the Ayes and Nays, the Aldermen voted 3-0 approved.

After the first reading, Alderman Messig made a motion, second by Alderman Pollihan, to approve the first reading. On a call by the Mayor for the Ayes and Nays, the Aldermen voted 3-0 approved.

On motion of Alderman Messig, second by Alderman Pollihan, to have the second reading, short form. On a call by the Mayor for the Ayes and Nays, the Aldermen voted 3-0 approved.

After the second reading, Alderman Messig made a motion, second by Alderman Pollihan, to approve Bill No. 321 as an Ordinance. On a roll call vote, the motion passed as follows:

ALDERMAN BILL POLLIHAN –	AYE
ALDERMAN JOE LEHMAN –	AYE
ALDERMAN JANET JOKISCH-MESSIG –	AYE

BILL NO. 321 IS NOW ORDINANCE NO. 311.

7. WORK SESSION MEETING NIGHT

The Board discussed and decided to have the first Tuesday of the month to be there Work Session night. The regular meeting will stay on the third Wednesday of the month.

On motion of Alderman Pollihan, second by Alderman Lehman, to have the first reading, short form. On a call by the Mayor for the Ayes and Nays, the Aldermen voted 3-0 approved.

After the first reading, Alderman Messig made a motion, second by Alderman Pollihan, to approve the first reading. On a call by the Mayor for the Ayes and Nays, the Aldermen voted 3-0 approved.

On motion of Alderman Messig, second by Alderman Pollihan, to have the second reading, short form. On a call by the Mayor for the Ayes and Nays, the Aldermen voted 3-0 approved.

After the second reading, Alderman Messig made a motion, second by Alderman Pollihan, to approve Bill No. 322 as an Ordinance. On a roll call vote, the motion passed as follows:

ALDERMAN BILL POLLIHAN –	AYE
ALDERMAN JOE LEHMAN –	AYE
ALDERMAN JANET JOKISCH-MESSIG –	AYE

BILL NO. 322 IS NOW ORDINANCE NO. 312.

8. APPROVAL OF NEW PLANNING & ZONING NOMINEE

The Mayor explained to the Board according to our Code Book (Section 400.020 & 400.030) Planning & Zoning members serve a 4 year or 1 year term. At the P & Z meeting last night (June 14, 2011) reappointments were recommended for Barry Shortt and Pete Schepis and a new member was nominated. Barry Shortt's four year term was up so he needed to be reappointed to the P & Z board and Pete Schepis' one year term was up so he needed to be reappointed to the P & Z board. Maggie Peterson wanted to step down from the P & Z board and Jan Karase was a new recommended member for the P & Z board. The Mayor explained the Board of Alderman must make these approvals.

Alderman Pollihan made a motion to place Jan Karase, Pete Schepis, and Barry Shortt on the Planning and Zoning Commission as was recommended at the June 14, 2011 P & Z meeting. Alderman Messig, seconded. On a call by the Mayor for the ayes and nays, the motion was approved 3-0.

CLOSED SESSION

On motion of Alderman Messig made a motion to go into Closed Session Pursuant to Sec. 610.021(3), RSMo (PERSONNEL), at 9:40p.m., Alderman Pollihan seconded. Upon roll call by the vote was as follows:

ALDERMAN BILL POLLIHAN –	AYE
ALDERMAN JOE LEHMAN –	AYE
ALDERMAN JANET JOKISCH-MESSIG –	AYE

On motion of Alderman Messig to adjourn Closed Session and reconvene Open Session, at 9:59 p.m., Alderman Pollihan seconded. Upon roll call vote as follows:

ALDERMAN BILL POLLIHAN –	AYE
ALDERMAN JOE LEHMAN –	AYE
ALDERMAN JANET JOKISCH-MESSIG –	AYE

ADJOURNMENT

On motion of Alderman Pollihan to adjourn the Regular Meeting at 10:00 p.m., Alderman Jokisch-Messig seconded. On call by the Mayor for the ayes and nays, the motion was approved 3-0.

Submitted,

Approved,

Jo Ann Dickherber, Interim City Clerk

Ernest Arteaga, Mayor