

**MINUTES OF THE WORK SESSION  
OF THE BOARD OF ALDERMEN  
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI  
MONDAY, SEPTEMBER 20, 2010**

**Call to Order:**

A Work Session of the Board of Alderman of the City of New Melle was held on Monday, September 20, 2010 at 7:00 P.M. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, Missouri. The meeting was called to order by Alderman Hendrich.

<b>Mayor:</b>	Ernest Arteaga	Absent
<b>Aldermen: Ward I</b>	Donald Hendrich	Present
	Janet Jokisch-Messig	Present
<b>Ward II</b>	Doug Bice	Present
	Carol Proveaux	Absent

<b>Also Present:</b> Police Chief	Aaron Burkemper
City Clerk	DeeAnn Burwitz

**Code Enforcement Report:**

Comments made regarding Tim Short's property located behind the Ambulance District. No other comments.

**Financial Report – August 2010:**

Alderman Hendrich suggested discussing the financial reports along with the 2011 budget priorities.

**Opinion Poll Results:**

No discussion.

**Dental Insurance – Rate Increase:**

MetLife is increasing our dental insurance rates by \$10 per employee per month resulting in an additional \$360 annually. Discussion had regarding quality of service / claims administration from the employee's perspective. Chief Burkemper stated he's pleased with MetLife's dental plan and claims process.

The Board was not interested in soliciting bids from other providers. They will adjust the 2011 budget line item accordingly to account for the rate increase.

**REIIS Proposal:**

Proposal was reviewed. The Board will add this to the list of other items to be discussed and prioritized for the 2011 budget. No further discussion on this issue.

### **2011 Budget Priorities:**

Discussion had regarding allowable percentage of court funds that can be used to support the City and Police Department's budgets.

Discussion had regarding allocation of proceeds from sale of police car, motion made by Alderman Proveaux at the September 13, 2010 Board of Aldermen meeting, and the repercussions the City could have faced had that motion passed.

Discussion had regarding the REJIS proposal, initial setup costs, monthly maintenance costs, options, capabilities and functionality.

Alderman Hendrich asked the city clerk to look into what it would cost to upgrade her computer's memory to the standards required to run the REJIS software.

City Clerk Burwitz had researched the cost of new desktops that would meet the REJIS requirements which would cost approximately \$1,100.

Alderman Hendrich stated City Clerk's computer had no backup method in place.

City Clerk Burwitz stated a Cintas sales representative came to the City Hall recently and asked to speak to the Board during open forum in the near future to introduce and propose services in the areas of document shredding and document management.

Chief Burkemper stated another possibility would be to get a server and have workstations networked through this server instead of individual desktop PC's.

Discussion had regarding current budget status.

### **Revise City Clerk's Duties & Hours:**

Alderman Hendrich asked the city clerk how her training to take over the bank reconciliation and financial statement duties from Botz, Deal & Company were coming. Regarding a comment from Alderman Proveaux at a previous Board meeting, Alderman Bice went on record to say "If anybody has any questions, qualms or discussions on why we went down this path, all I'm going to say is... I'm going to refer to pages 28 through 35... excuse me, 36 of the July 19<sup>th</sup> minutes and if anybody wants to know why we went down this path, it's right there; it's answered for you. I don't want to hear this anymore from anybody that we're not following protocol or we did anything wrong; that's bunk, and there it is and the words are word for word and it's spelled out. So I'm done with that comment and I wanted to respond to that comment that Carol made."

Discussion ensued.

Alderman Hendrich asked DeeAnn if she's been able to take over any of the duties Lindsey, from Botz & Deal, had been doing.

City Clerk Burwitz stated she watched and took notes on the reconciliation process two months ago with Lindsey. She explained the detailed process of recording transactions from the bond account into QuickBooks and stated she has been performing the data entry of monthly activity in the bond account so that Alderman Hendrich had the information necessary to balance the bond account's bank statement. Intentions were that this month DeeAnn would reconcile accounts, record journal entries and prepare financials under Lindsey's observation. However, due to being backlogged and so behind in typing minutes, DeeAnn asked Lindsey to reconcile and prepare the financials.

Discussion had regarding transcription of minutes.

Alderman Hendrich stated he preferred some summarization of minutes.

Alderman Jokisch-Messig agreed and stated verbatim minutes are just too lengthy and time consuming to read.

Discussion had regarding how to incorporate the extra hours into the city clerk's schedule.

Alderman Bice stated his preference would be to keep city hall hours unchanged and have the city clerk perform the bond account entries, bank reconciliations, journal entries and financial statement functions before or after city hall hours of operation.

Aldermen Hendrich and Jokisch-Messig agreed.

Discussion had regarding budget issues, revenues, setting priorities for next year, etc.

Discussion had regarding open position on Board of Adjustment.

**Adjournment:** *On motion of Alderman Bice, second by Alderman Jokisch-Messig, the Aldermen voted 3 "Aye" 1 "Absent" (Alderman Proveaux) to adjourn the Work Session at 8:15 p.m.*

Respectfully Submitted,

Accepted,

DeeAnn Burwitz, City Clerk

Ernest Arteaga, Mayor