

**MINUTES OF THE SPECIAL MEETING & WORK SESSION
OF THE BOARD OF ALDERMEN
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI
MONDAY, OCTOBER 18, 2010**

Call to Order:

A Work Session of the Board of Alderman of the City of New Melle was held on Monday, October 18, 2010 at 7:05 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 Mayor Arteaga.

Mayor:	Ernest Arteaga	Present
Aldermen: Ward I	Donald Hendrich	Present
	Janet Jokisch-Messig	Present
Ward II	Doug Bice	Present
		Vacant

Also Present: Police Chief	Aaron Burkemper
City Clerk	DeeAnn Burwitz

Police Report:

Hendrich commented on the number of Vehicle License Violations cited this month.

Bice asked Chief Burkemper about the Minor Possess Liquor citations and if they were all party related.

Burkemper stated there were four from the party and the rest were from vehicle stops.

Burkemper stated the city received the grant money for vests purchased.

Burkemper stated Officer Dan Cushing turned in his resignation and will be working for Jefferson County.

Burkemper stated the last decorative Welcome to New Melle sign on Hwy Z has been broken. Discussion ensued.

Arteaga asked the city clerk to look up Linda Ginther's phone number and call to remind her of the meeting. No listing with last name Ginther with a New Melle address.

Jokisch-Messig attempted to get Linda's phone number.

Burkemper stated the phone options for the police department's phone line are operational and working well. CenturyLink would be sending a proposal for a phone system for the city which could provide convenience and cost savings over our current setup.

Code Enforcement Report:

Comments made regarding Tim Short's property located behind the Ambulance District.

Jokisch-Messig obtained phone number and city clerk called and talked to Linda Ginther.

Comments made regarding rental property owned by Tim Short.

No other comments.

Financial Report – September 2010:

Arteaga requested clarification regarding the next agenda item, “Allocation of Proceeds,” and asked if those funds were in the General Revenue account.

Hendrich stated the allocation of proceeds was in reference to sale of police car and were earmarked for employee wage increases. These proceeds are separate from the General Revenue account and reside in account number 4780.1, Other Income – Gains from Sale of Assets.

Discussion had regarding budgetary issues and concerns.

Linda Ginther arrived.

Adjournment: *On motion of Alderman Jokisch-Messig, second by Alderman Bice, the Aldermen voted 3 “Aye” to adjourn the Work Session and move into the Special Meeting at 7:22 p.m.*

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF ALDERMEN
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI
MONDAY, OCTOBER 18, 2010**

Call to Order:

A Special Meeting of the Board of Alderman of the City of New Melle was held on Monday, October 18, 2010 at 7:22 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 Mayor Arteaga.

Mayor:	Ernest Arteaga	Present
Aldermen: Ward I	Donald Hendrich	Present
	Janet Jokisch-Messig	Present
Ward II	Doug Bice	Present
		Vacant

Also Present:	Police Chief	Aaron Burkemper
	City Clerk	DeeAnn Burwitz
	Ward II Appointee	Linda Ginther

Appointment of Ward 2 Alderman – Linda Ginther:

Arteaga introduced his appointment of Linda Ginther to fill the Ward 2 Alderman vacancy and requested to entertain a motion.

Bice – “Can I ask a question?”

Arteaga – “Sure.”

Bice – “I’m Doug Bice and I was just curious... do you have any questions of us as to what you’re getting into?”

Ginther – “I don’t know enough yet to have any questions of you.”

Bice – “And I say this tongue in cheek, but at the same time if you do have questions from us... I mean you’ll see how we conduct business here but it is a step. It’s an important step and we appreciate your stepping forward but again I’m back to do you have questions of us and how we operate, what we are dealing with, and how much you’re aware of our background, some of the things and challenges we’ve been facing this year?”

Ginther – “I’m not really... I haven’t kept up on what’s going on in the city, and I don’t have any questions at this time but I’m sure I will as we go along.”

Bice – “Alright.”

Ginther – “Do you have any questions of me?”

Bice – “No, I was just curious

Arteaga – “No, we’re just delighted (*inaudible*) Okay, motion?”

On motion of Alderman Bice, second by Alderman Jokisch-Messig, the Aldermen voted 3 “Aye” to approve appointment of Linda Ginther to Ward 2 Alderman.

Swearing in of Alderman:

Burwitz administered the Oath of Office to Linda Ginther which was also signed and attached to the official copy of the minutes of this meeting.

Adjournment: *On motion of Alderman Bice, second by Alderman Jokisch-Messig, the Aldermen voted 4 "Aye" to adjourn the Special Meeting and reconvene the Work Session at 7:25 p.m.*

**MINUTES OF THE WORK SESSION
OF THE BOARD OF ALDERMEN
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI
MONDAY, OCTOBER 18, 2010**

Call to Order:

A Work Session of the Board of Alderman of the City of New Melle reconvened on Monday, October 18, 2010 at 7:25 P.M. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, Missouri.

Mayor:	Ernest Arteaga	Present
Aldermen: Ward I	Donald Hendrich	Present
	Janet Jokisch-Messig	Present
Ward II	Doug Bice	Present
	Linda Ginther	Present

Also Present: Police Chief	Aaron Burkemper
City Clerk	DeeAnn Burwitz

Financial Report – Cont.:

Discussion had regarding income projections, timing of when certain revenues are expected to be received and whether those revenues will cover the city's deficit.

Arteaga stated Weldon Springs asked for an audit of the tax collections department and proposed that the City of New Melle ask for an audit also. It doesn't cost the city anything but will ensure that we are collecting what is due to us.

Discussion ensued and although it wouldn't help with this year's shortfall, it might be worth considering next year.

Discussion had regarding General Obligation bonds (GO Bonds). Final payment to the Missouri GO Bond was made this year and final payment for the Bank of New York Mellon GO Bond would be made in 2012.

Arteaga asked if the cell tower rental agreement was a negotiable item.

Bice stated the cell tower contract is renegotiated every five or ten years and it was renewed within the last couple years.

Arteaga stated although the police department is a great asset to the city, it's also the biggest drain on the city's budget.

Hendrich and **Bice** stated the police department is the city's primary service.

Discussion had regarding court revenue.

Discussion had about stimulating economic growth. However, it was noted that the city's only bank has been scheduled to close December 31, 2010 which creates an adverse stigma.

Bice advised that he wouldn't be available the first 3 weeks of November for Board meetings.

Allocation of Proceeds:

Arteaga – “You have on the agenda here, allocation of the proceeds from the car. Should we just let things set? I think.”

Bice – “I want to make sure we stay in front of our commitment and what we still could do is again... clearly with the issue of one less person in the police department, the allocation of proceeds... all of these things need to settle out here and we need to figure out where we are financially and yeah, by the end of the year is fine but it doesn’t mean that we can’t figure out how we want to do that. What we talked about doing

Arteaga – “We could put a little note on that saying we’d like that for the police department to help them in something.”

Bice – “Well, however we want to do it but we said also that it wasn’t just for the police department. At least that’s what I put out there for consideration.”

Arteaga asked about review forms and how the review process works.

Burkemper explained that he reviews his officers and the officers each complete a review form on the chief’s performance and turn them in to the Board of Aldermen in sealed envelopes to keep everything confidential.

Bice stated that reviews are to be kept separate from the allocation of proceeds.

Arteaga stated there was no review form for DeeAnn.

Burwitz stated she had a review form that would be appropriate.

Arteaga asked about the mechanics related to reviewing the city clerk.

Hendrich asked the city clerk to use her networking sources to find out how other municipalities do performance reviews.

Accounting Services:

Bice stated the premise was to cut costs by having the city clerk perform the monthly financial duties that Botz, Deal & Company have been doing.

Hendrich stated DeeAnn had been training with Lindsey from Botz, Deal & Company and as soon as DeeAnn is comfortable with the journal entries, Botz & Deal would only be used occasionally.

Burwitz stated that although she was grateful to Aldermen Hendrich and Bice for attempting to increase her hours and modify her duties, she’s actively seeking a better employment opportunity. As long as Ernie is in office and/or actively sitting on the Board, she’s not content working here. Therefore, she’s not inclined to take on any additional duties at this time.

Hendrich stated he understood her position and thanked DeeAnn for her candidness.

Burwitz apologized to the Board but stated she would decline the additional duties and responsibilities the Board was seeking for her to do as she’s making sub-unemployment wages with no benefits in this position.

Discussion had regarding how to budget for these accounting and other professional services for 2011.

Bice stated the intent for internalizing as much of the accounting services as possible was to cut costs associated with professional services “where we don’t have to pay their rates.”

Arteaga – “Should we try to get a... put out the feelers for what an accounting service would charge?”

Bice – “Just shop around?”

Arteaga – “Yes.”

Bice – “Sure, shop around.”

Arteaga – “I got in the mail that there’s some accounting service in Defiance. They just opened.”

Bice – “Whatever you do, make sure they have accounting services associated with municipalities because it’s a different world

Arteaga – “Oh, absolutely.”

Bice – than business accounting. So whatever we do, make sure they have that background and experience because I’m not going to entertain anybody who doesn’t.”

Hendrich – “Somebody who understands totally.”

Bice – “Exactly. But I’m okay if you want to entertain some others Ernie.”

Hendrich – “Sure.”

Arteaga – “I’ll just bring it back. Also, if I go to this meeting, with all the people around, they might know somebody.”

Hendrich – “Yep, just say hey we’re in a position to be looking.”

Arteaga – “I got this fellows name, he’s one that’s just part time for the City of St. Paul... he’s sort of an administrator... accounting. So he might know someone or whatever.”

Hendrich – “Yep, it doesn’t hurt to talk.”

Discussion had regarding 2010 and 2011 budgetary issues.

Discussion had again regarding General Obligation bonds (GO Bonds). Final payment to the Missouri GO Bond was made in August 2010 and final payment for the Bank of New York Mellon GO Bond would be made in 2012.

Arteaga asked each Board member to analyze the 2010 budget line items and come back with their ideas and perspectives for the 2011 budget.

Adjournment: *On motion of Alderman Bice, second by Alderman Hendrich, the Aldermen voted 4 “Aye” to adjourn the Work Session at 8:12 p.m.*

Respectfully Submitted,

Accepted,

DeeAnn Burwitz, City Clerk

Ernest Arteaga, Mayor