

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF ALDERMEN  
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI  
MONDAY, NOVEMBER 1, 2010**

**Call to Order:**

A Regular Meeting of the Board of Alderman of the City of New Melle was held on Monday, November 1, 2010 at 7:00 P.M. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, Missouri.

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

<b>Also Present:</b>	Police Chief	Aaron Burkemper
	City Clerk	DeeAnn Burwitz
	City Attorney	Stephanie Karr
	Boone Country Connection	Ida Hoffman
	Cintas	Shanna Seagraves
	Cintas	Kevin Anderson

All stood and recited the Pledge of Allegiance.

**Open Forum:**

**Cintas – Document Management:**

Shanna and Kevin introduced themselves and stated they are in the document management division of Cintas which includes document shredding, online document storage and document scanning. They presented folders containing brochures about Cintas' services to the Board.

**Shanna** provided information about community shred days that would allow all residents and local businesses to take advantage of Cintas' shredding services. All of their services are tailored and structured to fit the needs of their clients.

**Kevin** stated community shred days promote public awareness of the importance of proper destruction of documents to prevent identity theft while providing a valuable service to the community.

**Arteaga** asked about document storage.

**Kevin** stated Cintas offers online storage of documents that are compressed to reduce file size and encrypted and password protected for security. Upon downloading Cintas' online document storage software, the user is able to schedule routine backups of various types of files as well as software systems such as QuickBooks Pro. The user is able to define what documents are backed up and when the backups occur.

**Hendrich** asked about cost and basis of costs.

**Kevin** stated the online document storage charges are based on the amount of storage and ranges from \$60 to \$300 per month. He figured the city would be around the \$60 monthly fee and the city could use Cintas' free trial period to determine what its storage needs are.

**Burwitz** asked if multiple PC's would be covered under one monthly fee.

**Kevin** stated yes, online document storage fees are based strictly on amount of storage used and all city computers would be included in one monthly fee which would be based upon the combined usage of all PC's.

**Karr** asked about backups and/or offsite storage of court records.

**Kevin** stated Cintas is capable of providing online backups of programs and the data associated with it. Also, hard copies of files can be stored securely off site and upon request of an authorized contact person for the city, records could be scanned and made available digitally. He explained the high level of security and security measures taken at their storage locations to ensure the protection and confidentiality of all documents stored there.

**Jokisch-Messig** asked where they are located.

**Kevin** stated they have three locations in the St. Louis area including Hazelwood, St. Charles and University City.

**Arteaga** asked if they are part of the main company or subscribe to work under the Cintas name.

**Kevin** stated Cintas is not a franchise; all of its locations and divisions operate under the Cintas name.

**Jokisch-Messig** asked where the corporate headquarters were located.

**Kevin** stated Cintas is headquartered in Cincinnati, Ohio. Cintas covers the entire United States for shredding and imaging services and cover Denver, St. Louis, Chicago, the whole state of Ohio, Indianapolis, Atlanta and Miami for their storage division.

**Arteaga** asked about scheduling of shredding services.

**Kevin** stated shredding can be scheduled based the clients needs whether it is daily all the way out to annually or in accordance with retention schedules. The client determines what gets shredded and when or how often.

**Jokisch-Messig** asked about cost of shredding services.

**Shanna** stated routine shredding services are generally \$50.95 and up.

**Kevin** stated community shred days are billed \$175 per hour and typically four hours in length. He stated the Cintas shred trucks can destroy hard drives, three-ring binders, clothing, shoes, toothbrushes, toothpaste and much more. He offered to set up a free trial shred day for the city.

**Arteaga** thanked Shanna and Kevin for their time and the information they shared with the Board.

#### **Approval of Minutes:**

**07/12/10 Regular Meeting**

**07/19/10 Work Session**

**07/19/10 Special Meeting**

**08/02/10 Regular Meeting**

**08/16/10 Special Meeting & Work Session**

**09/13/10 Regular Meeting**

### **09/20/10 Work Session**

### **10/18/10 Special Meeting & Work Session**

**Arteaga** stated if there were no objections, he would entertain a motion to approve all eight sets of minutes with one motion.

**Hendrich** asked Stephanie about a technicality with the July 12, 2010 minutes that had already been approved on August 2<sup>nd</sup>.

**Karr** stated the minutes of July 12, 2010 should not be voted on again as they were already approved.

*On motion of Alderman Jokisch-Messig, second by Alderman Hendrich, the Aldermen voted 3 "Aye" 1 Absent (Bice) to approve the minutes of the 07/19/10 Work Session, 07/19/10 Special Meeting, 08/02/10 Regular Meeting, 08/16/10 Special Meeting & Work Session, 09/13/10 Regular Meeting, 09/20/10 Work Session, 10/18/10 Special Meeting & Work Session as submitted.*

### **Police Report:**

**Arteaga** asked about coverage issues due to the loss of a full time officer.

**Burkemper** stated the department is suffering as far as coverage goes. He hired someone for the full time position; however, a citizen job offered him twice the salary than we did.

Discussion had regarding how to fill the gaps in police coverage until another full time officer is hired.

### **Consent Agenda – Review and Approval of Liquor Licenses:**

**Burwitz** stated two applicants, Fireside Bar & Grill and New Melle Sports and Recreation, failed to supply their No Tax Due statements with their applications. The businesses have been notified of this requirement and both entities stated they had applied for their No Tax Due statements but had not received them from the State of Missouri yet.

**Karr** stated the Board could approve all applications with the stipulation that the no tax due statements must be received prior to issuance of licenses.

**Hendrich** stated the New Melle Lakes Golf Course had not submitted their 2011 liquor license application yet.

**Burwitz** concurred and stated the golf course was the only business that had a liquor license last year that had not applied for 2011.

*On motion of Alderman Hendrich, second by Alderman Jokisch-Messig, the Aldermen voted 3 "Aye" 1 Absent (Bice) to approve the consent agenda of 2011 Liquor Licenses on condition that required documentation is received from Fireside Bar & Grill and New Melle Sports and Recreation prior to issuance of their 2011 Liquor Licenses.*

### **2010 "Buy Back" of Unused Leave in Accordance with Full Time Employee**

#### **Benefit Policy:**

**Arteaga** asked for clarification on this policy.

**Burkemper** stated this policy was enacted effective January 1, 2010. Therefore there is no precedent and that's what needs to be set.

**Burwitz** stated another reason this was brought up was due to Officer Dan Cushing's resignation as according to this policy, Dan would be entitled to a buy back of 8 hours of unused sick time.

Discussion had as whether appropriations for this buy back policy must occur at the end of each year or could the funds be allocated during the budget process.

**Karr** stated the allocation of funds covering this policy could be done at budget time or anytime throughout the year. If done at budget time, the funds would automatically be paid out, in accordance with the policy, at the end of that budget year without further Board approval.

**Burkemper** stated the buy back funds were not appropriated in the 2010 budget; therefore, the Board would have to approve any 2010 buy back of unused leave.

General consensus was favorable however no action was taken.

### **Review and Approval of Bills:**

**Arteaga** asked DeeAnn if she received a credit from Botz & Deal.

**Burwitz** stated a credit had been issued and would be applied to the next invoice received from Botz, Deal & Company.

*On motion of Alderman Jokisch-Messig, second by Alderman Hendrich, the Aldermen voted 3 "Aye" 1 Absent (Bice) to approve the bills as paid.*

**Arteaga** stated he would entertain a motion to go into closed session.

**Hendrich** stated before we do that, he asked Stephanie for input regarding two deadbeat businesses that are delinquent in submitting business license applications. Todaro Productions, LLC had not paid for 2009 and 2010. Griffey Custom Homes didn't pay for 2010 and 2011 notices have already gone out informing these two business owners of their past due amounts.

**Karr** stated the cheapest, easiest option is to go ahead and have me as prosecutor issue a summons to appear in court for operating a business without a license.

*On motion of Alderman Jokisch-Messig, second by Alderman Hendrich, the Aldermen voted 3 "Aye" 1 Absent (Bice) to approve going into Closed Session pursuant to Hiring, Firing, Disciplining or Promoting Employees in accordance with (Sec. 610.021(3), RSMo).*

*On motion of Alderman Hendrich, second by Alderman Ginther, the Aldermen voted 3 "Aye" 1 Absent (Bice) to adjourn Closed Session and reconvene Open Session.*

**Adjournment:** *On motion of Alderman Jokisch-Messig, second by Alderman Ginther, the Aldermen voted 3 "Aye" 1 Absent (Bice) to adjourn the Regular Meeting at 8:24p.m.*

Respectfully Submitted,

Accepted,

DeeAnn Burwitz, City Clerk

Ernest Arteaga, Mayor