

**MINUTES OF THE WORK SESSION  
OF THE BOARD OF ALDERMEN  
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI  
MONDAY, NOVEMBER 15, 2010**

**Call to Order:**

A Work Session of the Board of Alderman of the City of New Melle was held on Monday, November 15, 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
	Development Dynamics, LLC	Laura Lashley
	Development Dynamics, LLC	Pat Nasi

**Meet with Laura Lashley Regarding Financial Director Position:**

**Laura** – “I wasn’t sure exactly what you wanted but I thought I’d tell you a little bit about myself and Pat and just introduce you to us. Pat and I are both the principals of Development Dynamics. A little bit about myself, I have a bachelor’s in accounting and a master’s in public administration and a lot of years of experience in government. I started out in state government in Kentucky, then did treasury office position in Oregon and then I was the director of finance for O’Fallon, Missouri. So I’ve done pretty much everything from bond transactions to investments to budgets and doing all the financial management for a large municipality. That’s kind of my background in a nutshell. Pat’s background is city administration; he was the city administrator in O’Fallon, Missouri when I was there as director of finance and that’s how we met and came to know each other. After we both left government, we kind of did our thing in consulting and then finally said lets go do this on our own and that’s how we became business partners. Pat has a long history of government experience as well and with several municipalities, some smaller than O’Fallon. We do work for other small municipalities. We’ve worked with the City of Foristell for several years; I don’t know how many years... a long time. We’ve seen them through their ups and downs; we became involved after they had their state audit. That was a petition driven audit and so we came in when they were at the bottom and they needed a lot of help. They needed help; they needed someone to come in and set up their financials so it provided more confidence by their constituency and that’s what we

came in and did for them. We still work with them; we actually just finished their 1.7 million dollar sewer bond transaction so they could do some expansion on their sewer system. So I mean we kind of do... that's one piece of our business and we also do special district administration... lots of things that touch on Missouri government because special districts are a government entity within the State of Missouri. So that's kind of it in the nutshell. I know the Mayor contacted me and was asking if we were interested in doing some work for you guys. We've done a lot of budgets for people. Just scanning what the Mayor provided to me, I can see where there's some room for improvement. One of the things I would say we excel on is... I'm very good at taking complex issues and making them very understandable for anyone... anyone who walks in off the street... no matter what their frame of reference is. We're not all accountants; we aren't all police chiefs and so what I try to do is come up with financial documents that will be usable for you guys. Financials should be set up in a way that they're a part of your management tool and the budget as well. What I try to do is... you know, I would take that and I would kind of revamp the way it's presented so that you're still all within government accounting standards but so that your funds and expenditures are set up and presented to you in a way that you know where your money has come from and where it's going and how certain moneys are supporting what systems or what expenditures within your city. From what I saw, that's not easily followed in what you currently have. That's one of the things I would... I mean Pat could probably tell you more about this than I can even. Sometimes it's better to listen to somebody else than toot your own horn but when I first came to O'Fallon, I think I was hired on in September and they were already a couple months into trying to do budgets at that time and when I got there everything was just in a shambles; it was an uphill battle. I remember working late, late nights trying to get everything back in order. I would say during my tenure there, we took a system that was just barely trudging along on a very simple bookkeeping basis and we turned it into... you know... you know... certainly take credit for where they are today. You know, if we hadn't implemented some of the things that we did, they wouldn't be where they are today and I know Pat and I worked hard to see them improve their systems and help position them. You know, when you're talking about budgeting, you have a one year perspective typically but you also have to be thinking about looking at capital improvements and capital improvements are more 3 to 5 years in terms of the time period you're looking at. So when you're going through that budgetary process, you have to look at not just this next year but how are we going to position ourselves to get where we want to be in the long term. That budget document is a tool... a management tool. It should continue to change throughout the year and that's one thing that if you don't realize that... a lot of people say that okay we passed our budget now we don't touch it again until next year. That is not true. You should always, at least, at minimum do a midyear review on your budget. I mean you guys have to write at midyear... publish your financials in the paper. So that's a perfect time to review that budget at that time and say alright are we where we thought we'd be at six months or did we lag behind, what do we need to modify, you know, what changes need to happen. It is a management tool and you need to treat the budget as such

and I understand you guys at this point are kind of behind the eight ball in getting your budget pulled together. Pat, is there anything else you want to add?"

**Pat** – "No... the only thing she touched on is one of the big parts our business is we manage these special districts whether they are community improvement or transportation districts... like she said, they're the same level of government as a municipality. So some of our district budgets are actually larger than some of what I've seen so far in this. I guess I'm not exactly sure... I would ask what are you really looking for?"

**Arteaga** – "We're looking for a good guidance in our financials and our budget is... everybody is a little shaky about what we're doing here. So... I would like to open up the floor for you guys to ask questions."

In a nutshell, Ms. Lashley had no interest in performing any of the monthly data entry or financial functions that would replace what Botz, Deal & Company has been doing for the City. When asked about grant writing, she stated grant writing was not her thing and had no interest in that process either. Her interest with the City of New Melle lies with revamping the City's financial structure, systems and protocols and would train someone else to manage the City's bookkeeping and budgetary needs in accordance with the way Ms. Lashley wanted them done. Ms. Lashley and Mr. Nasi stated they would put together a proposal of services offered and the associated cost and/or rates and then departed.

**Arteaga** asked for discussion on this topic once Ms. Lashley and Mr. Nasi had left. **Jokisch-Messig** asked what direction the Board should pursue given that DeeAnn had announced she was seeking other work and was not going to perform additional financial work for the city.

**Arteaga** stated his focus was on the 2010 budget and establishing a 2011 budget.

**Hendrich** stated he prepared a proposal of 2011 budget figures for the city and court and Chief Burkemper had prepared figures for the police department's 2011 budget.

**Arteaga** – "This is just my own personal opinion; we've got to get rid of Botz & Deal. They are killing us."

#### **Code Enforcement Report:**

This agenda item was passed over.

#### **Financial Report:**

This agenda item was passed over.

#### **2010 Buyback of Unused Leave and Calculation of Hours:**

This agenda item was passed over.

#### **2011 Budget:**

Copies were made and distributed of Alderman Hendrich's 2011 city and court budget proposals. Much discussion had regarding various line items but no changes were made. Chief Burkemper was asked to update his 2011 budget figures to include the changes in insurance rates and present a final draft to the

Board and City Clerk. The City Clerk was asked to prepare the ordinance and exhibit A for the 2011 budget for the next meeting.

**2010 Buyback of Unused Leave and Calculation of Hours:**

**Burkemper** asked for clarification in the calculation of leave time hours versus days off as some officers work 12 hour shifts on a rotating schedule that averages 80 hours per pay period.

The "Full Time Employee Benefit Policy" designates vacation and sick leave benefits in hours and not days.

**Hendrich** stated he was in favor of the 2010 buyback of unused leave and asked for a consensus of the rest of the Board. Consensus was favorable. Hendrich asked the city clerk to add this item to the December 6<sup>th</sup> agenda for final approval.

**Off Agenda - Dive Stop:**

**Arteaga** led discussion regarding Dive Stop stating that the City's Planning & Zoning Commission made recommendations and have passed the final approval of Dive Stop's site plan to the Board of Aldermen. He was appreciative that the site is no longer a party place and dumping grounds. However, he voiced much discontent with the fact that Dive Stop brought in trailers without proper approval from the City and recently brought in a large portion of an airplane with intentions of sinking it in the quarry. Also, that they have not hooked up to the water and sewer system. He stated the City's code book does not provide adequate minimum standards for commercial lots and buildings. He stated Planning and Zoning recommended adding trees and landscaping to hide the trailers from the road and that a time limit of 2 years be imposed for a more suitable permanent structure to be completed on the site. He voiced concern that the City and/or the City Engineer have been strict with some entities and more lax with others. He stated another stipulation that a bond or escrow should be added to Dive Stop's requirements in case they walk away before all requirements are met; thus leaving the City to clean up the mess. He would contact the City Attorney regarding the bond or escrow requirement.

**Ginther** asked about making changes to the code book to strengthen the commercial building codes.

**Jokisch-Messig** stated Dive Stop should have the plane fully stripped and sunk within 3 months.

**Arteaga** reminded the Board that Dive Stop will be on the December 6<sup>th</sup> agenda to be voted on and then requested a motion to go into closed session.

*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 Jokisch-Messig, second by Alderman Hendrich, the Aldermen voted 3 "Aye" 1 absent (Bice) to approve reconvening the Work Session.*

**Adjournment:** *On motion of Alderman Jokisch-Messig, second by Alderman Ginther, the Aldermen voted 3 "Aye" 1 absent (Bice) to adjourn the Work Session at 8:50p.m.*

Respectfully Submitted,

Accepted,

DeeAnn Burwitz, City Clerk

Ernest Arteaga, Mayor