

**MINUTES OF THE JOINT WORK SESSION
OF THE BOARD OF ALDERMEN and PLANNING & ZONING
CITY OF NEW MELLE, ST. CHARLES COUNTY, MISSOURI
MONDAY, DECEMBER 20, 2010**

Call to Order:

A Joint Work Session of the Board of Alderman and Planning & Zoning Commission of the City of New Melle was held on Monday, December 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.

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

Also Present:	Police Chief	Aaron Burkemper
	City Clerk	DeeAnn Burwitz
	Planning & Zoning	Pete Schepis
	City Engineer	John Choinka
		JoAnn Dickherber

Code Enforcement Report:

Arteaga stated the Code Enforcement Officer writes nearly the same thing each month, especially about Mr. Short's property, and suggested a process is needed because it's getting out of hand much like Dive Stop. The City should have a process of enforcing its codes and it seems to have broken down.

Bice stated the process has been to give a verbal warning first, written notice second and then a citation for failure to comply; so the process is in place.

Arteaga stated we need to implement it and renew our ability to do that.

Financial Report:

This agenda item was passed over.

Review "C" Districts in Relation to Living Space on Property/Business

Building:

Arteaga stated this started at the Special Meeting held on December 15, 2010. Mr. & Mrs. Curt Baker were interested in buying the old Butler building, which is zoned C-1, with intentions of using it strictly for residential purposes. The City's codes are ridged and don't allow provisions for such use without rezoning it back to residential.

Discussion ensued while Choinka looked at the city's code book for clarification.

Hendrich stated City Attorney Karr would be providing us with examples from other municipalities with mixed use and special use zoning.

Choinka stated adding a simple clause to the zoning ordinances that downgrading to a less intense use of the property is permitted in any district.

Discussion ensued as many thought that language should have already been in the City's codes.

Creating "Mixed Use" Zoning (Business / Living Quarters):

Arteaga entertained discussion regarding mixed use zoning.

Schepis asked if the owner would be allowed to change from one type of business to a different permitted business use without coming before the P&Z Board to do so.

Choinka stated generally, in setting up this code, you would specify that any change in use must be applied for.

Ginther stated she would rather see mixed use zoning than to have people living in commercially zoned property.

Schepis stated New Melle's codes should be more accommodating for those wanting to come to New Melle and develop here.

Discussion had regarding adding verbiage to zoning codes to be more accommodating.

Choinka stated if the City was okay with allowing residential use in any zoning district, all that would be necessary would be to add a land use category of single family residence to Appendix A of Title IV and mark each zoning district with a "P" for permitted use for that line item.

Create a "Special Use" and Review "Conditional Use" for Better Flexibility:

Arteaga stated special use would be for small requests that would be done within the home whereas conditional use was for something major that would affect the neighbors and/or outside appearance.

Hendrich and Arteaga shared information learned from their discussion with City Attorney Karr after the December 15, 2010 Board of Aldermen Special Meeting.

Review GBA Fee and Cost Schedule:

Arteaga "Now all of this has been... you're allowed to do these costs because it was voted on and that's the way it is. Now the last fee schedule was done September 3, 2009 and was because the fee schedule was based on the BOCA Code and then you switched over to the international ICC (International Code Council)."

Choinka "For the building permits, that's right."

Arteaga "Yeah, and I have a copy here of all the fees. Now... let's talk about it. I guess that's why you're here is so you can kind of explain why the cost. For example, the first one here for zoning and rezoning applications \$920; explain that a little bit... what incurs that kind of cost."

Choinka "Typically the biggest item is the advertisement in the paper; we generally run those in the Post Dispatch if we do them. If the City Clerk is doing them, I think we've been finding out what that cost is and deducting that off..."

where the City would be paying that cost directly and where we wouldn't be paying that. When we pay it, we've seen these things run anywhere from \$300 to \$500 where we are required to put the legal description in there. That's a big portion of the cost right there. For the rezoning, we're required to notify everybody within I believe 500 feet of the property and if we're doing that right here in the middle of town, I mean there's a lot of research to determine... to come up with that list of property owners. You're spending a lot of time on the county's web site measuring and finding out who owns each one of those properties. There could be 30 or 40 properties that you have to research and mail notifications to. We then attend the P&Z meeting to explain any questions that come up."

Arteaga "Okay, if that's the case, in town the lots are a lot smaller. So somebody rezoning or something affects their neighbors to a certain distance... you said 500 feet. But in the city where it's small lots, it wouldn't have to be that far really. Maybe we have to relook at how far it goes in smaller lot sizes like the R-1C, B C & D and when it comes to R-1A it's bigger lots like 3 acres, now that makes sense... 500 feet because you're encompassing neighbors that way that are further apart because of sheer land size. Whereas in town, the lots are so small... it only affects anybody a block each way at most... 200 feet, 300 feet, I don't know. And I guess we need to... I guess this is what I feel and also Dianne Sudbrock said that we need to be more flexible and I'm wanting to talk about that... the flexibility."

Schepis "Well, being in business, I know that when we go through the federal government to get our H2B workers... our Hispanic workers, and we have to run an ad because we can't take jobs away from American workers, so we have to run an ad in the paper that's column wide and an inch and a half long and we have to run it for two days in the Post and it costs \$1,600 for two days. So I know if you're advertising that in the Post, that's the biggest part of it... is advertising in the paper."

Choinka "Are you required to do that on certain days?"

Schepis "Well yeah, we have to do it over the weekend."

Choinka "Right, which we're not required to do so ours aren't that high but it's not cheap to run a little ad in the paper. And I think for rezoning, you can check with Stephanie, but I don't think that's something the city can say we don't have to do that."

Arteaga "Oh, no, no, no; I know that. That's state; I know that."

Schepis "But I think that's where the biggest part of it is."

Bice "We had that suspicion. In our prior discussion tonight, we said that's what our main costs were... is making these public forums, the advertising and all that goes with that. That is a chunk of change."

Hendrich "When you talk to Stephanie, Ernie, I want you to get her to elaborate on her phone call to her colleague in O'Fallon. I don't remember all of it, but she's on the phone and said "Really" and when she got off, it had to do with how you allow the person to post in their front yard a sign to-dah, to-dah, to-dah, to-dah and this is what it costs. And it was \$100, \$50 here and \$20 there. I didn't catch all of it... I mean she was rambling on but I want you to get her to elaborate on it."

Arteaga "Okay; I know exactly what you're talking about."

Hendrich “Okay; because if that’s true for O’Fallon, then by God it can be true here. I don’t know what it was but it had to do with the same thing as posting and O’Fallon said hey that’s your responsibility but you have to pay this or whatever. If I hadn’t heard it from her mouth, I wouldn’t be saying it.”

Schepis “The properties that abut the property that’s to be rezoned, it has to be certified letter that goes out to them... right?”

Choinka “Right.”

Schepis “And at this point, at \$5.90 or \$6 each... 10 or 12 of them that’s another \$60 or so.”

Arteaga “Okay, I’m going to find out some more from Stephanie. She said she was going to be sending me stuff.”

Hendrich “Well she took some notes. She may be doing some research on a few things and digging into her files.”

Arteaga “I guess what we’re asking for is zoning fees minimum requirements as far as the posting and the informing the public.”

Bice “My point is we can go through John’s list but most of his list... it’s going to be one of two things; the pass through costs plus his time basically is what you’re looking at. So what really dictates that are codes and our ordinances on these pass through costs that he’s got to deal with. So that’s really where we need to put the emphasis. I really wouldn’t spend much time on this.”

Arteaga “I’m not, I’m not, I just wanted to hit the highest ones here that most people talk about. That’s all.”

Choinka “And we hear that in all communities. Anytime we’re required to do an advertisement really. They see that fee and everybody...”

Bice “So whatever we can do on our codes and ordinances then that will...”

Choinka “If they can stick a sign in their front yard that has letters of a certain size on it that this property is proposed to be rezoned... if that’s what they’re doing in O’Fallon.”

Arteaga “I don’t know if you all have pulled up what Dianne Sudbrock said other planning and zoning fees in other cities. Like for example here, a conditional use permit \$150 in Wentzville. Is that because they have their own engineering staff and this is just a cost for the city? I don’t know.”

Choinka “Well if there’s an advertisement involved, which I think there is, if they’re just charging the applicant \$150, they are subsidizing that from somewhere else. There’s no way they can do that for \$150 if they require an advertisement.”

Arteaga “We have one from Foristell but it’s not as clear.”

Choinka “Regarding the building permits, I went ahead and looked at what the building fees were for other municipalities in St. Charles County. Now we use a multiplier of .0055 for our plan review and permit combined. So for example, if you had a permit that the value was estimated at \$100,000, our plan review permit fee would be \$550; St. Charles County would be \$730. St. Charles is .0047 so that’s a little less than us but we also... the city gets 15% of that. It’s not like we retain 100% of that. So it’s about the same. St. Peters is .0083, Foristell is .0051, Warrenton is .0055, Weldon Spring uses the county so they’re the same.”

Wentzville is a little lower; they're .0039. So we're on the low end or medium range of most building permits."

Arteaga "Well if we want to grow, we're going to have to be a little bit... flexible here about our prices... a little bit. If you want to call it a bargain, then we're going to have to look at that. We just want to be as friendly as possible for people inquiring about our city.

Bice "I would say for the last two years whether it's .0055 or .0039, it's not going to matter. No one is building at this stage with this economy. I agree with that in normal regular times but we haven't seen that and I don't think it would matter."

Arteaga "Well are we going to react or kind of be proactive?"

Bice "Well here is what I would do. I guess I liked your first move and that is rather than nickel and dime here... I'm not saying it's not important and I'm not saying it shouldn't be negotiated but that is nickel and dime and where I think you're going to make the bigger impact is publicizing. Here's where we're more flexible by mixed use, conditional use and all these other things we're looking to change potentially... that's where I think you're going to get the bigger bang. What I just heard there is we're all in the ball park."

Arteaga "Well that was for building fees."

Bice "You know Ernie, if I build in Wentzville versus New Melle... again, there's going to be other factors I'm going to consider than a .0003 discount... you know there are other things that are going to make that decision for me."

Schepis "Has there been anyone else inquire or complain besides the couple buying that house?"

Choinka "On any kind of rezoning if it's an individual and not a business or corporation, you're going to hear it from everybody because of the advertising."

Bice "Rezoning is a big thing and there's just not a cheap way of doing rezoning."

Arteaga "Well not only zoning but just a lot of different things. This isn't just only zoning and housing."

Bice "I understand; I'm just saying anytime you rezone, you're taking a step. That's a big issue for any community. All my point back to again is anything we can do to show flexibility in defining our codes is where you're going to win."

Arteaga "Yes, that also. We've had a lot of complaints on cost from Fiddlestix; they feel they've really been run over the coals on costs and that's something that should be reviewed. That's all and I know you were following our codes and we need to be more flexible in those codes I guess so that the costs don't go out of the ball park for them."

Choinka "Well if you want to cut services so when the sewers go in and streets go in, if you don't want someone inspecting them when they go in."

Bice "Exactly. Here's how I'd do that Ernie; I'd say okay folks in Fiddlestix, what is it that you think you should have got for your buck and where would you think you would have got a better deal and let them come to us and tell us that. I guess I'm pushing back here because I understand and I work with an engineering group; I fully understand and respect what they're doing and I don't see how we would... you know, you get what you pay for and if we don't want those services then good luck folks."

Hendrich "It's not the people in Fiddlestix; it is the developer."

Bice “Again what did they expect to get for services rendered and let them answer that question. And I’m back to I don’t have a problem with the services and the fees that we have.”

Hendrich “And if it’s not New Melle, it’s going to be St. Charles County and is there a big difference? No.”

Bice “There you go. And services are spread thinner so be careful what you ask for here folks.”

Hendrich “But this part with the Bakers and rezoning is just residential coming down from commercial.”

Bice “Well that’s a different issue. That one can be solved and resolved.”

Hendrich “Stephanie addressed it. She said that’s administrative.”

Bice “Exactly and if you make yourself more flexible in your codes”

Schepis “And you eliminate the advertising.”

Arteaga “Well I was just going by what Barb Apted, no not Barb Apted I’m sorry, Dianne Sudbrock; she made a comment in her... about her jaw dropped because the cost on something.”

Discussion continued briefly and ended with...

Bice “John, anything you can do to knock down the fee schedule would be greatly appreciated.”

JoAnn Dickherber to Replace Botz, Deal & Company:

Arteaga “The next item is JoAnn Dickherber and she’s going to replace the duties of Botz, Deal and Company. And because this is a personnel thing, I suggest we do it in closed session. Is that alright with you?”

Burwitz “This is not a personnel issue. That position is a contracted service which does not which does not fall under that closed session article.”

Hendrich “Yeah, I thought it was just a question and answer.”

Arteaga “Okay, if you’re comfortable with it; alright.”

Hendrich “As far as John and Pete, you can hang around or you don’t have to.”

Arteaga “Yeah, this part is nothing to do with...”

Choinka and Schepis left.

Arteaga “JoAnn, you want to come up here?”

Bice “Okay, with my absence, enlighten me on what’s transpired. Has this been an advertised position? Did we go through all the channels?”

Arteaga “No, no; you don’t have to. I can appoint... and I want to appoint JoAnn and she is just going to be the... she’s not going to be a full financial director as Ronna.”

Bice “Yeah, we had some position descriptions.”

Arteaga “Yes. She needs to take care of financials... that’s all. It would be the check and balances of what goes on. DeeAnn does all the... deposits and entries and stuff like that; don’t you? And you write the checks and stuff like that. And we need JoAnn to be the checks and balances of that. By the way, I have a question about deposits. You know there’s not another bank coming in right away; so do you handle much cash?”

Burwitz “Yes, sometimes.”

Arteaga "Okay, I wonder if this could tie in with the last item here with maybe you depositing or go... ride together or something?"

Burkemper "I think it would be appropriate if we could transport her and she does the actual deposits. I wouldn't feel comfortable being responsible for making the deposits."

Arteaga "I think sometime in the future we'll discuss about what financial institution we want to put our monies but right now we'll just continue... we're not going to solve all that tonight."

Burkemper "Either way you're going to be driving into Wentzville; but you're right it does dove tail into that point "H" on the agenda."

Arteaga "Yeah, because I don't want you handling any money by yourself. Just for a safety aspect."

Bice "Okay, so what is the title of the position?"

Arteaga "Uh, Financial Advisor or Financial uh... I think the title doesn't mean anything... it

Bice "Erine, I think you need to define what the job is. Do we have a job description? What do we have here... I'm not questioning you personally."

Dickherber "That's okay. I mean I don't"

Hendrich "Well I will. When you left here you said "I don't want any part of this place anymore."

Dickherber "That's because I didn't want any part of the city clerk job or the court stuff which when I came, I was not supposed to be doing any court work except if anybody came in to pay a ticket. And I don't know if it's changed or anything but "

Arteaga "Well, we have a different clerk for that."

Dickherber "Well, she was here when I... when I came, they told me "we have a court clerk that was going to take care of everything." Well, when she was here at night, and I'm here during the day, a lawyer would call and you say well she's not here I'll have to take a message and they call five other times. After awhile you know 70% of your time you're sitting there doing court stuff."

Arteaga "Is that happening to you?"

Burwitz "The phone calls not as much because they have an option of being routed to voice mail for the court clerk. She takes care of her own messages but they still call here because they want to talk to a person rather than leaving a message or they've already left a message and haven't had any response; they'll call and get me as well. So I deal with phone calls still."

Dickherber "And I was only supposed to be here for six months too which turned into 8 - 9 months. You know I was just filling in because Judy had to take care of her husband and city hall was closed and somebody needed to be here. Now, getting to your descriptions, I've been reading through your minutes what I can on the website and it says that when you replace Botz, Deal, you want someone that's familiar with governmental accounting and can provide financial forecasting. Well, I do not have the governmental accounting background. I have City of New Melle accounting background because in 2007, for a year, I did the bookkeeping work here. And I've watched what Ronna did when she was here. You know, if you need somebody to sit here and tell you like if you ask a question can we take

this account and take it to somewhere and put it into a fund or mutual fund, I'm going to say I don't know; you're going to have to find out."

Bice "I guess that's where I'm still missing... and this is not even really a reflection on you... this is have we really clearly defined what's going on here with our financial... whatever the title is? The demarcation lines, all the things we were worried about before, have we clearly specified this position versus that position? And again, here we have one for bookkeeper... this is one we've had out there on the table but I'm just back to let's make sure we clearly define this. What's the rate of pay and all those kind of things? I'm not just going to say... great that you can appoint, Ernie, but by golly by gosh you don't want to go appointing without having this clearly defined and demarcated."

Arteaga "Well the reason why I was saying that I'm appointing her is because she was doing it comfortably before... and for the city. So as far as a description goes, you say we have one for a bookkeeper. And is the bookkeeper, does that infringe on what DeeAnn is doing?"

Bice "That's what I'm getting at here is..."

Hendrich "Basically, what JoAnn was doing is what DeeAnn is doing plus a little bit more."

Arteaga "Okay, but now what she'd be doing is what Botz"

Hendrich "But what she's saying is Ronna or Botz and Deal is a cut above what she's been trained to do."

Arteaga "But Botz and Deal was sending their... just a regular person over here who wasn't the credentials of Botz and Deal only that they were double checking what she did."

Hendrich "Well, I think you could ask Lindsey questions about some of the intricacies of the accounting facets and she could answer them in relation to..."

Burwitz "Lindsey's specialty is governmental accounting."

Hendrich "That's what I meant."

Burwitz "Right; and she is a CPA and so was Ronna. So the people you've had in the position of Financial Director or doing that work have been CPA's."

Arteaga "Okay, and we've been really paying for that... that title."

Dickherber "I think you've got a couple questions to ask yourselves; are you getting with Botz and Deal and when Ronna was here... are you getting the level of service that you need? Or are you just getting what I could offer you right now for a temporary position until you can find and afford what you really need? I mean I don't know."

Bice "Exactly; you're nailing it."

Dickherber "I don't know if you guys have checked into other cities... does Weldon Springs have somebody that does stuff part time that could come over here and help you guys here too? And in that mean time you continue to pay Botz Deal whatever they charge you an hour until you get that person or do you take a little step down so that you can build funds in this bad economy?"

Hendrich "Those are legitimate."

Bice "Absolutely they are."

Dickherber "I'm sitting here... Ernie called me up and I told him "Ernie, I'm not a CPA" I've worked in CPA firms for 13 years. I've done the same things as most

CPA's, I've been out to audits, I've been out to reviews, I've you know done some governmental accounting but to say that..."

Bice "Nobody's given you a job description from us did they? Nobody from our end?"

Dickherber "No."

Bice "That we should have done... for your benefit... for both."

Arteaga "But that's what this conversation is about. No we don't have it written down. We started to. Jan wrote something up and... but we didn't uniformly agree on it."

Hendrich "We didn't get to that point."

Dickherber "I mean your financial statements, you look at them... sales tax, you really have no control over that."

Bice "Exactly, most things are fixed line items."

Dickherber "Right. Utilities... you have no real control over that. The things you have control over... what you need to be doing is looking at them before the check has ever been wrote. Once the checks wrote, you're going to see it on a financial statement and say oh my God what is this big number here? It's too late to go back and change it then."

Bice "I'm with you."

Arteaga "Are you familiar with rewriting the... adding numbers for categories and stuff like that?"

Dickherber "Well, I know what Ronna did. She just put the numbers there. She made sure she didn't use numbers..."

Arteaga "I mean when we redefine it a little bit sharper it needs to be done. It's for our benefit really. When you do the financial report..."

Dickherber "She didn't really want to use the same account for the Court, Police and City. You know, she wanted to be a little bit different so that when the auditors come in, if they combined all of it, there's never the same number anywhere except for maybe payroll expenses or something. There was a reason behind her numbers."

Arteaga "Did you... have you seen any of our reports recently?"

Dickherber "All I see is what Dianne puts in the paper."

Arteaga "I think I'm going to give you this here... this is the report we had for November... and it's separated into three different categories. I think that's the same as it used to be; isn't it?"

Bice "Yes; subdivided within those three categories."

Arteaga "It's just that I feel that we need to move to proceed with her doing what Lindsey was doing... as much as possible. And if we need additional help, we can get... we can get outside help for that... on a brief advisory capacity."

Bice "Again, Ernie, I go back to for everybody's benefit and protection, whatever you want to do on your appointment, is let's define it... up front and if we need to say from Botz and Deal give us your specific requirements that you have for us; we just put that in the job description... fine. I don't care if you go after a CPA or anybody... we just need to define what you want to do with this individual."

Arteaga "You want a job description for her?"

Bice "Yeah. However you want to do it. Whatever way you want to write it up... if that's your appointment, that's your appointment. But that I think needs to be done upfront and the other thing then, the secondary part that comes in, what are you paying that person in comparison to Botz and Deal? And that's another discussion we should be having... okay?"

Arteaga "Okay, we can have that right now. JoAnn relayed that she... her requirements would be \$30 an hour and I thought that was very reasonable."

Hendrich "We're paying what... \$100 an hour for Lindsey's time?"

Arteaga "Yeah, and that's a special rate; it's normally \$125. Well then, my suggestion is to write up a description for you, we'll have the Board agree, and then hopefully we'll start in January."

Dickherber "Are you going to have Botz Deal finish the year out?"

Arteaga "Yes."

Dickherber "That makes the most sense."

Arteaga "Yes, I think it would. We'll get the results in for December and then she can just finish off 2010. Then you would be the fresh 2011."

Bice "Is this just a temporary position? Is this a temporary appointment?"

Dickherber "If in the long run you want someone who's going to give you... who's going to tell you..."

Bice "I guess my point is here you're telling me I can do such and such, I haven't done such and such... for our protection, maybe we should be looking at a three month or six month probationary period."

Dickherber "You can do that in an employment situation without specifying it as a temporary... you can have a six month probationary period and have a reevaluation at the end of that period."

Bice "Right. That's what I'm asking here. Should we be considering that?"

Arteaga "Well isn't that an implied thing with anybody with a new job? Usually anyone..."

Dickherber "One thing you're going to have to ask Stephanie is so you don't cross the line of being a subcontractor compared to an employee."

Bice "That's right."

Dickherber "When you start telling someone you start at 9 and leave at 3 and during that time you're going to do dot, dot, dot... then that person is more of an employee."

Arteaga "Right, so maybe... I would suggest that we do it in more a subcontracting capacity... because then you do it when you can. You know, when it's convenient for you. I'm wanting opinions on that."

Bice "I think we'll just run some checks and balances past Stephanie on this issue of subcontractor. Temporary... whatever we want to call this."

Hendrich "Since it's an individual now and I realize Ronna was an individual but they had their own company, her and her husband."

Dickherber "Muni Financial."

Hendrich "Whatever... they'd established a business."

Dickherber "I know you guys were dissatisfied with Ronna because you didn't get the information out of her that you should have been getting out of her and that's part Ronna's fault and part your guys' fault."

Bice “Well part of this... here’s the other thing, with that, take it a little further is the timeliness of that information. So when you tell her she can work whenever she wants, Ernie, yet we need information on x day, that may not work either. There’s flexibility but yet there’s certain provisions that have to be defined on the timeliness of submittals.”

Arteaga “Well that’s what the word subcontractor means. We need a statement before our next... before a certain meeting and we would require you to be at our meetings.”

Dickherber “Yeah, I know.”

Bice “There are certain deliverables that she’ll have to provide on certain dates. I just want to be careful about what you mean by flexibility... what does that mean?”

Arteaga “Hours... she don’t have to be in here at 10:00 in the morning and leave at noon... you know.”

Bice “Again, we just need to specify all that information.”

Ginther “I’ll volunteer to research out the job description.”

Arteaga “Very good.”

Dickherber “If you want, I have an up to date resume if anybody wants one. If you want, you can even give one to the CPA’s and ask them if such a person is qualified to do anything or a waste of your money or...”

Arteaga “JoAnn, thank you so much.”

Dickherber “I mean, I know cash... when cd’s come due, you guys need to know what the rates are which is just communicating with the bank and others... I’ve always wondered why so much cash is just sitting there for everyday use instead of being in a money market.”

Arteaga “Well there’s several things about... you’re referring to our transportation fund and the other funds in other categories... and we’re quite limited on what we can do with that. And this is something that I want to pursue too is... how much flexibility there are in each of these funds. I can’t seem to get really sharp answers on it because I’ve talked to some administrators in some other cities and they said ‘sure you can use the transportation fund for sidewalks’ and I said ‘where is it written’... that’s all I want to see. I don’t want any verbal things... I want see it in writing. So it’s things like that so we can vote on things down the road for those abilities. That’s all.”

Bice “The other thing I want to say on the salary issue... the hourly rate... if we can save money that way that’s great but again, what I want to make sure we’re careful of is... if we are doing this from the perspective of saving money, then I want to make sure the monthly amount we’re paying to Botz and Deal... I guess what I’m getting at is while Lindsey could do it in about 3 to 4 hours... if it’s going to take you 10 hours, am I really saving a buck?”

Dickherber “If it takes me 10 hours, I’m not going to be here. Because there’s no way it should take me 10 hours.”

Bice “That’s my point. So we need to make sure we’re clear on that because I’m not going to do this if we’re going to spend the same amount of money because the hourly rate is not going to capture all that so that’s the other thing I want clarified in here too.”

Arteaga "But as you keep insisting... it's temporary and if you see that that kind of... a usage of her time..."

Bice "Just do this all up front. That's all my point is... to get this all resolved up front. I'm not going to wait for a problem."

Arteaga "That's what subcontract means... we're going to have to put together a document for her."

Dickherber "One more thing I told Ernie about is if you have some free time sometime, look up the state auditor's website and look at audit reports that they do on other cities. You can learn a lot there. You learn what you can do, what you can't do, if they came in tomorrow to do an audit, what they're going to be looking for. Because when you hire Botz, Deal to do an audit, they're not looking through every transaction you did for that year. They pick and choose. They have a system back at their office and they say 'let's see check number 1200, I want to see check number 1831,' you know... there could be something crazy in there and they're not going to find it. If they come back the next year, they might find something... but they're not coming every year. You don't need to have them come every year."

Arteaga "I think we're suppose to... I think every three years we're supposed to have an audit. That's kind of a rule of thumb by the state."

Dickherber "I don't know either. I know it wasn't done in the past."

Arteaga "Okay JoAnn. Thank you so much."

Dickherber "Whatever you guys decide, you're not hurting my feelings any."

Bice "We would if we put court clerk responsibilities with this wouldn't we?"

Dickherber "I wouldn't even step foot in the door."
Dickherber left.

Employee Raises:

Arteaga "Next thing on the agenda is employee raises. The only thing I would comment about that from my perspective is the review forms. Have you done that with your guys?"

Burkemper "No, I have not."

Arteaga "Okay. You know... I think for raises... I think we need some form of protocol on that."

Burkemper "You know what I think we need is an actual saying yes we are going to follow through with this instead of letting that money sit there in that line item."

Arteaga "Oh... you're talking about the money from the car?"

Burkemper "That's what this is all about."

Arteaga "It isn't totally."

Burkemper "I think it is."

Arteaga "Well, whether it was from that car or not, I think that... we should go through the correct thing of having a review."

Burkemper "I agree but if you're not going to do it, I'm not going through..."

Arteaga "What do you mean if you're not going to do it?"

Burkemper "I'll give you a prime example... is that last meeting we had, that we decided we were going to put this on the work session, you made the comment 'is there any equipment that you might need for this money?' "

Arteaga "That was just a question."

Burkemper “No. That is an example of why I do not want this money to sit there too long without being used for the purpose it was stated it was going to be used for.”

Bice “Yeah, we made the commitment that the money from that sale was going to go to people and not things. That was our commitment.”

Arteaga “But you were the one that said it isn’t all that.”

Bice “No, here’s what I said Ernie. I didn’t say we could use all that money... I said when we do; we need to distribute it to the people and not to equipment. So that is the part that I stated. That was the only disclaimer I made but whatever percentage we were going to take from that... whether it was 100% or 50%, that money was going to go to our personnel.”

Arteaga “And I had no objection to that and the only reason I said that was because... because he was suggesting that it wouldn’t be totally used and I was just asking a question if there was some special needs.”

Bice “Well the only reason it should not be...”

Arteaga “It was not meant to degrade...”

Bice “The only reason... let me say one more thing. The only reason it shouldn’t totally be used is if we were so screwed up on our financials that we had to use that to balance out our budget. That was the only point I was making. If that’s not the issue, then we should be giving that total amount to the employees. That was the only provision or reason why we wouldn’t give them the full amount. But whatever we give... whatever that percentage is... is to go to them. No equipment. Never was that inferred... clearly not by me. I can promise you that. I even looked on my notes and I have people versus things because we always said we were going to invest in them.”

Burkemper “That has been a pretty common theme... specifically regarding the proceeds from the sale of that police car.”

Bice “So again the only reason we wouldn’t give the full amount distributed to the employees, was if we had to cover the budget because we were hurting so bad on our financials. That was the only basis for not giving 100% but again we’re only through November so far. And again maybe that’s the issue here and we don’t want to delay this but clearly we only have the financials through November and so we need to know where we’re at come the end of the year. But again, that pie should be going to them. The evaluation part of it... there is the separate issue of performance raises. We really have three separate things... you have cost of living, you have performance and then you have this equipment issue. Okay, so however we want to look at this... we’ve done evaluations in the past for your group...”

Burkemper “That’s when we granted merit raises.”

Bice “Correct and that’s what I’m getting at that we have three separate issues.”

Arteaga “Now this is the first I’ve heard of this approach to it. I thought it was just a raise and that’s it... through performance and that was it.”

Bice “And that’s where I guess I’m getting at with this thing. You can still proceed concurrently with the evaluations and merit raises while we deliberate and try to figure out here when and how we’re going to slice up this \$6,900 pie. But they need to be combined because we can’t give them separate bonuses... I understand

that. But we can include that with whatever we decide to give them as their increase for the next year.”

Ginther “Use the cost of living as a base for what you want the raise range to be. Saying the maximum percent they could get would be a 6% increase... I’m just using that as an example. The least they would get is zero... so anything from zero to 6% they would be eligible for and the cost of living is, I don’t know, 5%. So that encompasses your cost of living and merit increases available.”

Bice “But again, at the end of the day, we have one overriding issue here and that is where we are at the end of the year on our financials. Are we in the red or are we in the black? If we’re in the red, we’re in trouble.”

Arteaga “Yeah... well we’ll just re-juggle... it’s the only thing we can do.”

Bice “We just approved a budget. So we have a budget out there and all I’m getting at is whatever we decide to do... you know the federal government is learning this now... now that we want to add this program or do this thing, where do we take it from? So be ready to do that if we’re in the red.”

Arteaga “Well if... even if we come out not too bad, we could even look at the issue of new officer’s starting standard being better. Because holding onto officers seems to be a problem and in total, trying to readjust and make everything better for them is what I would like to see.”

Bice “And again, how do you do that when you have a limited pool of money? There’s only so many things you can do.”

Arteaga “Well there’s some things if you really study it... I guess we could just be shorter on some things... that’s all.”

Bice “Agreed... and here’s one I’ll throw out there, I would rather invest more in our full time officers than have the amount of coverage we have.”

Discussion continued regarding employee retention, salary comparisons to other municipalities, and the Board’s desire to wait until the December financials are reviewed before making any decisions regarding raises.

Discussion had regarding changing meeting nights.

Department of Revenue Audit:

Arteaga read from a letter of an audit requested by Weldon Springs to inform the Board of the process involved in requesting such an audit. He suggested requesting records for the period of January 2009 to January 2011.

Bice suggested an earlier two year period be requested to be analyzed because of the economic times over the previous two years.

Arteaga would make some contacts and review this process further.

Police Escort for Local Businesses to Out-of-town Banks:

Arteaga stated he approached Greg from Short Stop’s and suggesting offering police escorts although Greg didn’t feel it was needed at the time. He asked for the Board’s perspective on his idea.

Bice was interested in Chief Burkemper’s opinion stating local police coverage could become an issue.

Burkemper stated per his conversation with City Attorney Karr, nothing prohibits the police department from providing this service to its residents/business

owners. If the Board adopted such a policy, he stated he would make the local business owners aware of the service and provide the escort service only upon request and as resources were available. The intent would be to follow the person until they reached their banking institution.

Adjournment: *On motion of Alderman Bice, second by Alderman Hendrich, the Aldermen voted 3 "Aye" 1 absent (Jokisch-Messig) to adjourn the Work Session at 8:57p.m.*

Respectfully Submitted,

Accepted,

DeeAnn Burwitz, City Clerk

Ernest Arteaga, Mayor