

**CITY OF BRENTWOOD, MISSOURI
BOARD OF ALDERMAN SPECIAL MEETING
FEBRUARY 12, 2013**

MEETING CALLED TO ORDER

Mayor Pat Kelly called the regular meeting to order at 6:30 pm, in the Brentwood Recreation Center, Room 104, located at 2505 S. Brentwood Blvd., Brentwood, MO 63144 and immediately led the Pledge of Allegiance.

ROLL CALL

Deputy Clerk Pittman performed roll:

Alderwoman Saunders	6:32pm	Alderman Robertson	Present
Alderwoman Manestar	6:34pm	Alderman Wynn	Present
Alderman Leahy	Present	Alderman Harper	6:35pm
Alderman Toohey	Present	Mayor Kelly	Present
Alderman Kramer	Present		

Members present constituted a quorum. Also present were City Clerk/Administrator Bola Akande, City Attorney Frank Albrecht, Labor Attorney Brian Hey, Finance Director Gina Jarvis, HR Manager Julie Echols, and Deputy City Clerk Octavia Pittman.

Alderwoman Saunders asked that board members are notified if the meeting location is changed. Mayor Kelly apologized for the confusion, a Board of Adjustment meeting was scheduled at city hall; however the location was noted on the agenda which was sent via email. Alderwoman Saunders made a motion to delay the start of the meeting until the arrival of Alderwoman Manestar and Alderman Harper. Alderwoman Manestar arrived and seconded the motion. With the arrival of Alderman Harper, the motion was withdrawn.

DISCUSSION/REVIEW

Employee Handbook

Discussions were held regarding outstanding items that needed to be addressed by the board:

- Vacation Accrual; there was some confusion regarding the number of hours dispatch employees accrue. As they work the same overall hours as other non-fire department personnel, adjustments have been made to ensure that they will be receiving the same rate of vacation accrual – the hours calculation was adjusted and total hours off will still equal.
 - Firemen accrual time is in compliance with FLSA

Alderwoman Saunders stated belief that there was no consensus at the last meeting on education benefits, and political activity. Discussions were held regarding:

- Education Benefits; reimbursement is limited to \$3,000 each year.
 - Saunders commented that it should be added – as long as the Board of Aldermen appropriate the funds each year
 - Schedule should be measured from the date when each course is completed and passed
 - Kramer thought a consensus was reached and stated that it would be superfluous to add this; access to funds would only be when they were available.
 - Echols added that more detailed language is included in the policy.
- Political Activity
 - Alderman Kramer commented that he does not believe employees should be able to campaign for existing or potential new bosses – on or off the job. He believed there was a consensus at the last meeting.

- Vehicle Policy; allows for when police and fire, while on duty and with permission from a supervisor, they can stop and view activities within the community – adds visibility and public relations, they must always remain available for calls.
 - Leahy requested that “in writing” is placed in bold print as well as “prior approval” – to ensure the procedures aren’t overlooked and are documented. It should also be documented that cell phones should not be used while driving city vehicles to decrease liability.
 - Kelly offered comments that you can’t plan for everything; placing that information in bold over other may be placing us in more trouble than not.
 - Toohey clarified that officers have assigned sectors and would need approval to go outside that area.
- Diesel Fuel Policy; makes employees that use diesel fuel accountable and ensures accurate record keeping – they will also be required to keep usage logs
 - Saunders suggested that logs are submitted monthly for cost analysis
 - Kramer clarified that the language is borrowed from the Fuelman policy
- Political Activity;
 - Attorney Hey explained that allowing for campaigning, in his belief, sets up the possibility for retaliation claims – Kramer agreed and recommended that the language should state on and off duty.
 - Leahy stated his disagreement with “off duty”, resident employees should be allowed to participate in city elections.
- Disciplinary Actions;
 - Kelly stated we should remove the option that says all dismissals must be approved by the Mayor and Board of Aldermen.
 - Saunders commented in regards to changing the language that says acting upon the authority of the Mayor and Board to consulting with – members agreed that the language state “upon taking action the city administrator will notify the Mayor and Board of Aldermen”.
- Grievance Procedures;
 - Remove language that says “acting upon the authority of the Mayor and Board of Aldermen is the ultimate”.
- Selection and Appointment; members agreed to remove this section.
 - Saunders suggested that it is inserted that the Mayor and Board of Aldermen approve procedures with regards to personnel; promotions, etc. Kelly commented that members don’t have the expertise; professionals are hired to run the departments.

Alderman Robertson made a motion to enter into executive session at 7:30pm to discuss the State Audit and personnel matters pursuant to RSMO 610.021(17), RSMO 610.021(3) and RSMO 29.070. Motion seconded by Alderman Kramer. **ROLL CALL:** Alderwoman Saunders – yes; Alderwoman Manestar – yes; Alderman Leahy – no; Alderman Toohey – yes; Alderman Kramer – yes; Alderman Robertson – yes; Alderman Wynn – yes; Alderman Harper – yes; **MOTION PASSED.**

CLOSED SESSION

Mayor Kelly called the closed session to order at 7:35pm with the following present; Alderwoman Saunders, Alderwoman Manestar, Alderman Leahy, Alderman Toohey, Alderman Kramer, Alderman Robertson, Alderman Wynn, Alderman Harper, Attorney Frank Albrecht, City Clerk/Administrator Bola Akande, Finance Director Gina Jarvis, and Deputy City Clerk Pittman.

Discussions were held regarding the State Audit and personnel matters. Members agreed to hold a special closed meeting to finalize the audit response on Wednesday, February 20th at 6:30pm in City Hall.

Alderman Wynn made a motion to close Executive Session at 8:59pm. Motion seconded by Alderman Robertson. **ROLL CALL:** Alderwoman Saunders – yes; Alderwoman Manestar – yes; Alderman Leahy – yes; Alderman Toohey – yes; Alderman Kramer – yes; Alderman Robertson – yes; Alderman Wynn – yes; Alderman Harper – yes; **MOTION PASSED.**

ADJOURNMENT

Alderman Leahy made a motion to adjourn the special meeting at 9:00pm. Motion seconded by Alderman Kramer. Unanimous vote in favor taken; **MOTION PASSED.**

Approved as submitted the 4th day of March , 2013.

Attest:

Mayor Pat Kelly

Bola Akande,
City Clerk/Administrator