

**CITY OF BRENTWOOD, MISSOURI
BOARD OF ALDERMAN REGULAR MEETING
MARCH 4, 2013**

MEETING CALLED TO ORDER

Mayor Pat Kelly called the regular meeting to order at 7:00pm, in the Council Room at Brentwood City Hall located at 2348 S. Brentwood Blvd., Brentwood, MO 63144.

Roll Call

Deputy Clerk Pittman performed roll:

Alderman Saunders	Present	Alderman Robertson	Present
Alderman Manestar	Present	Alderman Wynn	Present
Alderman Leahy	Present	Alderman Harper	Absent
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, and Deputy City Clerk Octavia Pittman.

APPROVAL OF AGENDA

Board Of Aldermen March 4, 2013

Alderman Leahy made a motion to approve the agenda as submitted. Motion seconded by Alderman Wynn. Unanimous vote in favor taken; **MOTION PASSED.**

CONSIDERATION AND APPROVAL OF THE MINUTES

Board of Aldermen Regular Meeting Minutes February 4, 2013

After noted corrections, Alderman Saunders made a motion to approve the meeting minutes as amended. Motion seconded by Alderman Robertson. Unanimous vote in favor taken; **MOTION PASSED.**

Board of Aldermen Special Meeting Minutes February 12, 2013

Alderman Kramer made a motion to approve the minutes as submitted. Motion seconded by Alderman Leahy. Unanimous vote in favor taken; **MOTION PASSED.**

Board of Aldermen Special Meeting Minutes February 20, 2013

Alderman Leahy made a motion to approve the minutes as submitted. Motion seconded by Alderman Manestar. Unanimous vote in favor taken; **MOTION PASSED.**

PRESENTATION/RECOGNITION

None

PUBLIC HEARING

None

BIDS

Audit and Accounting Consulting Firms

Administrator Akande announced the City went out to bid for audit and accounting services; February 14th was the deadline for everyone to respond; 6 were received for audit services and

5 for accounting. With the assistant of Director Jarvis the submittals were rated based on several key factors which included the quality of their proposals, governmental experience, qualifications and experience of assigned staff, their ability to complete the services in a timely manner and total cost. The recommendation to Ways and Means was to select Schowalter & Jabouri for audit services for a 3 year contract: \$18,400 FY2012, \$18,500 FY2013, \$18,600 FY14. For accounting services, staff made the recommendation for Schowalter & Jabouri, 3 year contract: \$9,600 FY2012, \$9,800 FY2013, \$9,975 FY2014.

HEARING OF ANY MATTER OF PUBLIC INTEREST UPON REQUEST OF ANY PERSON PRESENT

Bob Addis (9015 Bridgeport) commended all personnel and public works for the superb job done year round. He later commented in regards to employee sick days, if it's not broke, don't fix it.

Brad w/Congresswoman Ann Wagner office, introduced himself and announced that there is a new 2nd Congressional District this year which goes all the way from the northern part of Jefferson County all the way up to the Southern part of St. Charles County; Brentwood seems to be in the middle. Congresswoman Wagner was sworn in just over 2 months ago. She is a member of the financial services committee and the freshman representative to house leadership. Understanding municipal governments through the 2nd Congressional District are closest to the people they do not want to get in the way; however, an invitation to contact was extended if there is anything they can do.

INTRODUCTIONS, READINGS, AND PASSAGE OF BILLS AND RESOLUTIONS

Alderman Leahy made a motion for the 1st and 2nd readings of Bills #5732, 5733, 5734, 5735 and 5736, in the same night. Motion seconded by Alderman Wynn. Unanimous vote in favor taken; **MOTION PASSED.**

Bill #5732 – An Ordinance Authorizing The Mayor To Execute A Contract On Behalf Of The City Of Brentwood, Missouri With State Mechanical Services, Inc., 10510 Lackland Road, St. Louis, Missouri 63114, For A Brentwood Recreation Complex Refrigeration/HVAC/Heat Recovery System For One (1) Year Commencing On April 9, 2013; And Providing For The Effective Date Of This Ordinance– 1st & 2nd Reading

Attorney Albrecht read Bill #5732 by title only. Alderman Kramer provided the synopsis, "This Bill is for an ordinance authorizing the mayor to execute a contract on behalf of the City of Brentwood, Missouri with State Mechanical Services, Inc. for the Brentwood Recreation Complex refrigeration/hvac/heat recovery system for one (1) year commencing on April 9, 2013. When this contract was approved in 2012, the language included an option for a one-year extension. This will be the fifth renewal year and staff will also be going out to bid in January 2014 for these services. The cost which is in the budget is \$57,718". Attorney Albrecht read Bill #5732 by title only. Alderman Leahy made a motion to approve Bill #5732 into ordinance form. Motion seconded by Alderman Wynn. **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 – absent; **MOTION PASSED.**

BILL #5732 IS HEREBY PASSED AND ORDINANCE #4407 ASSIGNED TO SAID BILL.

Bill #5733 – An Ordinance Approving Site Plan Approval For An Outdoor Smoker At Twin Oak Wood Fired Fare; Providing For The Enforcement Of This Ordinance; And Establishing The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5733 by title only. Alderman Kramer provided the synopsis, "This Bill is for an ordinance approving a site plan for an outdoor smoker at Twin Oak Wood Fired Fare. Planning and Zoning Commission has returned its final report and has recommended

that the application for outdoor smoker and security fence be approved". After questions by Alderman Leahy of smoke blowing constantly in resident windows, Bill Friedrichs (co-owner) explained that the wind predominantly blows up Stassner; it will blow most of the smoke up Hanley into Richmond Heights. Alderman Kramer expressed appreciation for the business and stated anticipation of a future application for a larger sign package (it's underway). After questions by Alderwoman Saunders, it was clarified that Dierberg's provided their own smoke study conducted for another project. Attorney Albrecht read Bill #5733 by title only. Alderman Leahy made a motion to perfect Bill #5733 into ordinance form. Motion seconded by Alderman Wynn. **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 – absent; **MOTION PASSED.**

BILL #5733 IS HEREBY PASSED AND ORDINANCE #4408 ASSIGNED TO SAID BILL.

Bill #5734 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The City Administrator To Execute The Attached 2013 Community Development Block Grant Municipal Housing And Community Development Supplemental Cooperation Agreement – 1st & 2nd Reading

Attorney Albrecht read Bill #5734 by title only. Alderman Kramer provided the synopsis, "This Bill is for an ordinance authorizing the City Administrator to execute the 2013 Community Development Block Grant Municipal Housing and Community Development Supplemental Cooperation Agreement. On May 21, 2012, the City of Brentwood held a public hearing to discuss the allocation of \$20,000 in Community Development Block Grant funds which were to become available after January 1, 2013. The Board of Aldermen agreed the 2013 funds continue to go toward home improvements. At present, there are zero people on the waiting list. Alderwoman Saunders suggested waiving the City's permit fees for applicants under this program". Attorney Albrecht read Bill #5734 by title only. Alderman Leahy made a motion to perfect Bill #5734 into ordinance form. Motion seconded by Alderman Wynn. **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 – absent; **MOTION PASSED.**

BILL #5734 IS HEREBY PASSED AND ORDINANCE #4409 ASSIGNED TO SAID BILL.

Alderwoman Saunders motioned that residents that are accepted for the housing grant will have permit and building fees associated to the project waived by the city. Motion seconded by Alderman Robertson. Unanimous vote in favor taken; **MOTION PASSED.**

Bill #5735 – An Ordinance Authorizing The Mayor To Enter Into An Agreement With Schowalter & Jabouri, P.C., To Provide Auditing Services For The City Of Brentwood For Fiscal Years Ending 2012, 2013 And 2014; Providing For The Repeal Of All Conflicting Ordinances; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5735 by title only. Alderman Kramer provided the synopsis, "This Bill is for an ordinance to authorize the mayor to enter into and execute a professional services agreement with Schowalter and Jabouri, P.C. for auditing services for fiscal years ending 2012, 2013 and 2014". Attorney Albrecht read Bill #5735 by title only. Alderwoman Saunders stated that the rating shows Hoschild Bloom is higher than Schowalter Jabouri and their experience is vast. She thinks it's a good idea to have a new set of eyes on our books; Alderman Kramer concurred. Director Jarvis clarified that the total points for Hoschild Bloom were 189 while Schowalter Jabaouri received 195. She also explained the differences in the services. Alderman Leahy made a motion to perfect Bill #5735 in ordinance form. Motion seconded by Alderman Kramer. **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 – absent; **MOTION PASSED.**

BILL #5735 IS HEREBY PASSED AND ORDINANCE #4410 ASSIGNED TO SAID BILL.

Bill #5736 – An Ordinance Authorizing The Mayor To Enter Into An Agreement With Schowalter & Jabouri, P.C., To Provide Accounting Services For The City Of Brentwood For Fiscal Years Ending 2012, 2013 And 2014; Providing For The Repeal Of All Conflicting Ordinances; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5736 by title only. Alderman Kramer provided the synopsis, “This Bill is for an ordinance to authorize the mayor to enter into and execute a professional services agreement with Schowalter and Jabouri, P.C. for accounting services for fiscal years ending 2012, 2013, and 2014”. Alderman Leahy renewed his previous suggestion and made a motion that for the year 2012 accounting services, we work with Hoschild Bloom again and allow Schowalter to do the audit; he is not comfortable with one firm doing both. **Motion dies due to lack of second.** Alderwoman Saunders questioned if the scope of services is different from Hoschild Bloom and Director Jarvis explained that the attempt was to divide the two; Hoschild Bloom currently does both. Auditing is basically putting together the financial statements and preparing the CAFR and audit letter. For accounting, they are preparing the city’s records for the auditor to prepare the financial statement. Alderwoman Saunders stated misunderstanding of the scope of work and asked if we will be hiring them to do internal controls. Director Jarvis replied that as part of the audit they report on internal controls, we have a report from Hoschild Bloom annually separate from the management letter. Alderwoman Saunders stated previous request and has never received copies of the internal controls report. She also stated, the state audit is a performance audit, they actually look at internal control, evaluate risks and will offer comments. It is premature until that audit comes out to say whether or not our controls are weak or strong. When that audit comes out we will have to evaluate it; if controls are weak naturally we need improvement but also if there are red flags for fraud we will need a fraud audit and I want this board independently to be able to hire a firm to conduct the forensic audit if needed. Director Jarvis replied that the only services that will be provided are those that are required to report on the audit, the financial statement as a whole and controls. After further questioning, Administrator Akande assured that any addendums must be brought before the board. Attorney Albrecht read Bill #5736 by title only. Alderman Kramer made a motion perfect Bill #5736 into ordinance form. Motion seconded by Alderman Robertson. **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 – absent; **MOTION PASSED.**

BILL #5736 IS HEREBY PASSED AND ORDINANCE #4411 IS ASSIGNED TO SAID BILL.

ACCOUNTS AGAINST THE CITY

Alderman Kramer made a motion to approve the warrant list in the amount of **\$88,085.08**. After questions, Administrator Akande clarified that we are hoping to have savings to cover the cost of LK Real Estate or it will be a part of the budget amendment; the board approved the hiring in Ellen’s absence. It was also requested to have discussions with Union Pacific Railroad in effort to lower cost. Motion seconded by Alderman Robertson. Unanimous vote in favor taken; **MOTION PASSED.**

REPORTS OF COMMITTEES AND DEPARTMENT HEADS;

Mayor Kelly provided updates in regards to the EastWest Gateway STP grant applications: he stated that we have a better scope of the Hanley Industrial Court project; HIC Association has agreed to contribute \$75,000 towards the matching funds, lowering our portion to \$132,000. The scope of the Manchester project could increase going forward; MoDOT will contribute just over \$700,000. It can’t be used towards the grant but can be used to offset some cost. The grant total is over \$2 million, the city’s match is estimated at \$400,000 but it will be over 3 years. He announced challenges with the corridor and Aldermen Leahy questioned a survey for right-of-way; staff will work with MoDOT. The application is still be finalized and it due to be submitted Friday. Administrator Akande also announced the need for a deposit to accompany

each grant applications; HIC - \$4150 and Manchester - \$8000. After questions, Director Jarvis replied that she is confident that the funds will be available to cover these project costs.

Mayor Kelly also reported the Municipal League conference; he informed members that we need to be aware of what's happening with legislature. They are currently discussing the sales tax distribution; the changes may be more costly. They are looking at additional changes that may change the structure of St. Louis County which could eliminate some municipalities.

Alderman Kramer questioned the utility lines at the Drury site, Administrator Akande will inquire of the status.

Public Safety Committee, Alderman Wynn had no new report.

Public Works Committee, Alderman Robertson announced that the 3rd meeting to review survey questions will be held 3/6.

Director of Planning & Development

None

Ways and Means Committee, Alderman Kramer reported the next meeting March 20th at 6:30pm.

City Attorney, Attorney Albrecht had no new report.

City Clerk/Administrator, Sue Krewson, Parks & Rec Business Manager, announced the proposal to increase the Ice Rink Rental rates by \$5 per hour; the last increase was June 2009. A brief discussion was held and she announced that conversations have been held with STL Skate Club and Rockets, they are both aware with the increase and are not opposed. Alderman Kramer made a motion to approve the \$5 per hour increase of Ice Rink Rental Fees. Motion seconded by Alderman Leahy. Unanimous vote in favor taken; **MOTION PASSED.**

Administrator Akande announced the request from PSI (the firm contracted to conduct the asbestos survey) to receive an additional \$1000. After further review, it is believed that the scope of work should include the additional cost; she will speak with them.

Excise Commissioner, Commission Clements had no new report.

Library, Alderman Wynn announced the upcoming meeting, tomorrow at 6:30pm.

Municipal League, Mayor Kelly had no new report.

Communication, Alderman Kramer had no new report.

Historical Society, Alderman Wynn had no new report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Alderman Leahy announced the Ward 3 meeting will be held Tuesday, 3/26 @ 7pm; everyone is welcomed.

Alderwoman Saunders announced the Ward 1 meeting will be held Tuesday, 3/12 @ 6:30pm.

PUBLIC COMMENTS – Hearing Of Any Matter of Public Interest upon Request of Any Person Present

Barb Hughes (Urban) asked for an update regarding the re-pavement of Brentwood Blvd. Mayor Kelly replied that calls are pending to St. Louis County; their previous letter has been found that implied that work would be done upon completion of HWY 40. It was also announced that they may be applying for a grant through EastWest Gateway; that will push the project back to 2018 and repairs are needed now.

Alderwoman Saunders asked for the status of the state audit; Administrator Akande had no updates.

ADJOURNMENT

Alderman Wynn made a motion to adjourn the meeting at 8:05pm. Motion seconded by Alderman Leahy. Unanimous vote in favor taken; **MOTION PASSED.**

Approved as submitted the 18th day of March, 2013.

Attest:

Mayor Pat Kelly

Bola Akande, City Clerk/Administrator