

**CITY OF BRENTWOOD, MISSOURI
BOARD OF ALDERMAN REGULAR MEETING
JUNE 24, 2013**

MEETING CALLED TO ORDER

Mayor Pat Kelly called the regular meeting to order at 7:04pm, in Room #104 of the Brentwood Recreation Center located at 2505 S. Brentwood Blvd., Brentwood, MO 63144.

Roll Call

Deputy Clerk Pittman performed roll:

Alderman Harper	Absent	Alderman Toohey	Present
Alderman Wynn	Present	Alderman Leahy	Present
Alderman Robertson	Present	Alderwoman Manestar	Present
Alderman Kramer	Present	Alderwoman Saunders	Present
Mayor Kelly	Present		

Members present constituted a quorum. Also present were City Clerk/Administrator Bola Akande, City Attorney Frank Albrecht, Treasurer Greg Reynders, and Deputy City Clerk Octavia Pittman.

APPROVAL OF AGENDA

Board Of Aldermen June 24, 2013

Alderman Leahy made a motion to amend the agenda by moving item #11g up to 4c. Motion seconded by Alderman Robertson. Unanimous vote in favor taken; **MOTION PASSED.**

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

CONSIDERATION AND APPROVAL OF THE MINUTES

Special Board of Alderman Meeting Minutes May 20, 2013

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

Board of Aldermen Regular Meeting Minutes May 20, 2013

Alderwoman Saunders offered comments of keeping remarks from the public separate. Alderman Kramer noted his absence from this meeting and Alderman Leahy made a motion to approve the minutes as amended. Motion seconded by Alderman Kramer. Unanimous vote in favor taken; **MOTION PASSED.**

Excise Commissioner Report

Commissioner Clements reported the request for temporary licenses to participate in the annual Maddenfest Celebration Friday, September 20th and Saturday, 21st.

Alderman Leahy made a motion to approve **Temporary Liquor Licenses** for **Emily Seitz (Brentwood Optimist Club) – 2443 Cecelia Ave** and **American Legion Goff Moll Post 101 (2721 Collier)**. Motion seconded by Alderwoman Manestar. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

Clements also announced the annual liquor license renewals. Alderman Kramer made a motion to approve **Liquor License Renewals for American Legion Goff Moll Post, Arch Energy (Mobile), Artistic Affairs Catering, Bommarito Wines, Buffalo Wild Wings Grill & Bar, Clink, Cost Plus World Market, Dierbergs, Double D Lounge, Frank Papa's Ristorante, Houlihan's, Hunan Wok Restaurant, Ionia Atlantic Imports, Mai Lee Restaurant, OB Clark's, Romano's Macaroni Grill, Schnucks, Sideline Bar & Grill, Springhill Suites, Target Store (T-1102), Trader Joes (692), Twin Oak Wood Fired Fare, Walgreens (6432), Whole Foods Market, William K Busch Brewing Co.** Motion seconded by Alderman Robertson. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

PRESENTATION/RECOGNITION

2012 CAFR and Results of Annual Audit – Schowalter & Jabouri

Karen Lang, Jim Torte, and Jennifer Youst presented the results of the annual audit of the city's financial statements of the year ending December 13, 2012. An overview was provided of the comprehensive Annual Financial Report, the Report on Internal Control Related Matters and Advisory Comments, and the Report to the Board of Aldermen.

The CAFR includes the independent audit report. Lang stated they have issued an unqualified opinion and the financial statements are fairly presented in all material respects and in conforming with accounting principles generally accepted in the United States. The government wide liabilities of the city exceeded its asset as of December 31, 2012 by approximately \$8million, which is an improvement from the \$17million deficit in 2011. The city's unrestricted net position includes TIF debt outstanding for infrastructure assets it does not own – as the TIF debt is paid down the net position should increase. The government wide financial statements include a statement of activities which represents direct expenses and program revenues for each function of the city's activities; the net amount shows the extent to which the function draws on the general revenues of the city. The other set of statements, fund financial statements, are prepared on a modified accrual basis of accounting. The governmental funds ended with a total fund balance of approximately \$13million, which is an increase of approximately \$2million from 2011. Unassigned fund balance was approximately \$1.3million or 13% of general fund expenditures. The report includes pronouncements of future years requirements as with budget to actual statements for each fund. Actual expenditures did not exceed those budgeted for any fund except the sewer improvement fund.

The Report on Internal Control Related Matters and Advisory Comments includes various comments and suggestions for strengthening internal controls and operating efficiencies, management's responses to suggestions, and the status on the prior year recommendations provided by the previous auditors. Comments are categorized by material weaknesses, significant deficiencies, and other current year matters. Lang stated that they did not identify any material weaknesses but there were significant deficiencies and other current year matters.

The Report to the Board of Aldermen provides various communications as required by professional standards.

Lastly, staff was thanked for their hard work and dedication that went into preparing the comprehensive financial report and all of the courtesies extended during the audit.

Mayor Kelly requested a footnote in the audit explaining that TIFs are not liabilities of the city. Lang was unsure if this was possible and added that it would have to be considered. Alderman Kramer expressed his gratitude to the auditors for their services and amount of detail included. As requested by Alderwoman Saunders, it was explained that Intergovernment Revenues includes grant funds and TIF reimbursements and that transfers from the Capital Fund were

payments to the COP debt. Lang stated that it appears that the General Fund owes the Capital Improvement fund \$490,000. Alderwoman Saunders added that the General Fund also owes \$495,000 to the TIF District.

Members discussed reviewing the Internal Controls Report. Comments were offered that it was publicly reviewed at the Ways & Means Committee and if necessary, in essence of time, it can be done at a later date. As requested, Lang clarified that this is the final draft, however there was not enough time to get it printed after the Ways & Means meeting last week. Alderwoman Saunders made a motion to briefly review the internal controls report related to the December 31, 2012 audit. Motion seconded by Alderwoman Manestar. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – no; Alderman Robertson – no; Alderman Kramer – no; Alderman Toohey – no; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION FAILED.**

PUBLIC HEARING

2014 Community Development Block Grant, Continued

Mayor Kelly opened the public hearing at 7:08pm.

Ellen Rottjakob, Planning & Development Director announced the purpose of the hearing to discuss the community development block grant and outline the usage of these funds. The public hearing was originally opened on Monday, June 17th at 7:00pm; there was only one in attendance (Aldermen Andy Leahy) As there were no comments taken, the hearing was continued to Monday, June 24th. A handout listing eligible activities as well as a sign in sheet for those interested in speaking were available. She also stated that advertisement of the public hearing ran in the Pulse News Service, which is distributed to all Brentwood households and was also posted in various locations throughout the city.

Director Rottjakob stated that in previous years' allocations were made to the home improvement program. This program is administered through St. Louis County and provides home owners with forgivable loans of up to \$5,000 to make needed repairs on their owner-occupied properties if they meet certain income requirements. These repairs include such projects as electrical, plumbing, heating and cooling, roofing, concrete work and tree trimming. In addition to the home improvement program, funds can also be used for acquisition of property, improvements to public facilities, clearance activities, public services, privately owned utilities, and the creation of low income housing. Staff recommendation for the FY 2014 funds is to allocate the funds in the amount of \$20,000 towards "Rehabilitation of Private Property" for the home improvement program. As there is currently a waiting list for these funds, it was recommended that we continue allocations to the home improvement program. Mayor Kelly added that residents would submit applications to St. Louis County and they will evaluate and verify eligibility.

There were no comments from Citizens or Board Members.

Alderwoman Saunders made a motion that CDBG funds are allocated to the home improvement program and that the city waive permit fees to residents associated with this grant. Motion seconded by Alderman Leahy. Unanimous vote in favor taken; **MOTION PASSED.**

Mayor Kelly closed the public hearing at 7:12pm

Words of gratitude were offered to Ellen as she has resignation. She added comments of it being a pleasure to serve the city.

BIDS

Executive Walk Apartments

Nine bids were received for the demolition of the five Executive Walk Apartment buildings from Marschel Wrecking, Pride Master, Spirtas Wrecking, Busken Construction, NJW Construction, Green Trac, Ahrens Contracting, Construction Logistic & Equipment, and Dore & Associates. After further review of documents submitted, it was determined that the lowest bidder, Marschel Wrecking, failed to include a sampling protocol, which will allow them to do additional testing on the drywall to ensure there was no residual asbestos – this would have cost an additional \$100,000. Therefore, the lowest bidder is Pride Master Inc at \$233,649.84. It was noted that the bids were less than funds available from MSD for this project and will be reimbursed.

Asphalt Project

Bids were received for asphalt projects on Lawndell Dr, Brentwood Pl, Helen Ave, and Maple Trail. The low bid was submitted by Krupp Construction in the amount of \$126,611.15 and the next lowest bid was submitted by West Contracting in the amount of \$126,845.13; a difference of \$233.98. In Division 4 of the Municipal Code is a provision that allows the Board of Aldermen discretion to give preference to a business within city limits if the bid is within 3% provided that taxes are current for the previous 3 years. Staff recommended, along with an affirmative vote from the Public Works Committee to award the project to West Contracting.

Park Signage Project

A bid opening was held for the Park Signage Project that consists of the fabrication of 43 park signs located in Memorial Park, Hanley Park, Broughton Park and Rogers Parkway. Bids were submitted by Engraphix Architectural, Summit Sign & Graphics, Sign-A-Rama, and Star Signs. The lowest bid was received from Sign-A-Rama in the amount of \$22,261.00. When presented to Public Works, a contingency was requested in the amount of \$1500 for change orders to cover unexpected construction cost for a total bid if \$23,761.00. Staff recommended, along with an affirmative vote from the Public works Committee to award the project to Sign-A-Rama.

Contracts/Bills for approval are included on the agenda.

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

Kay Scott Boyd (Moritz Ave) offered comments in regards to the audit; it's frustrating that no information was given and according to the state audit the board never adhered to previous audit recommendations. She asked what action will be taken from audit recommendations and if none, why.

Denise Soebbing (Porter) agreed that resident comments should be recorded and that there has not been any feedback on audit recommendations. She suggested that employees are reminded that they work for residents and may need customer service training. She commented that a marketing survey is a great idea but resident opinions are often ignored and complained that the gravel on Manchester needs to be removed. Lastly, she suggested 360 input from residents on public service.

Mayor Kelly responded that at the last meeting the Board approved a request for proposal to hire a CPA Firm to evaluate controls and make recommendations on implementing changes. It is impractical to use Brentwood's equipment to sweep Manchester Road; it frequently damages the equipment, is not efficient, and is very costly, grants have often been solicited.

Alderwoman Saunders added that the Board often relies on the professional opinion from staff even though the Board makes the final decision.

INTRODUCTIONS, READINGS, AND PASSAGE OF BILLS AND RESOLUTIONS

Alderman Robertson made a motion for the 1st and 2nd readings of Bills #5758, #5760, #5761, #5762, #5763, #5764, #5765, #5766, #5767, #5768, #5769, #5770, #5771, #5772, #5773, #5774, #5775. Motion seconded by Alderman Leahy. Unanimous vote in favor taken; **MOTION PASSED.**

Bill #5758 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into And Execute An Agreement Between The City Of Brentwood, Missouri And Pride Master, Inc For Asbestos Abatement And Demolition Of Executive Walk Apartments; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5758 by title only. Alderman Kramer provided the synopsis, “This Bill is for an ordinance authorizing the mayor and/or city administrator to enter into and execute an agreement between the City of Brentwood and Pride Master Inc., for the abatement and demolition of five Executive Walk Apartment Buildings. Public Works recommend the bid be awarded to Pride Master Inc. - \$233,600. Once the agreement is approved, staff will issue a notice to proceed within two days of this approval. The project should be completed in two months depending on weather”. Attorney Albrecht read Bill #5758 by title only. Alderman Leahy made a motion to perfect Bill #5758 into ordinance form. Motion seconded by Alderman Wynn. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

BILL #5758 IS HEREBY PASSED AND ORDINANCE #4432 IS ASSIGNED TO SAID BILL.

Bill #5760 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Installation Of Fire Hydrants At The Designated Location Cited In The Attached Plans – 1st & 2nd Reading

Attorney Albrecht read Bill #5760 by title only. Alderman Kramer provided the synopsis, “this Bill is for an ordinance authorizing the installation of fire hydrants at the designated locations cited in the attached plat. The water company usually requires an Ordinance prior to installing a new hydrant but in this case, since they were working at 5 Middlesex, they agreed to install the hydrant and accept an Ordinance passed retroactively at the June 24th meeting of the Board of Aldermen. The new location added is No. 5 Middlesex Avenue where there is no hydrant close by. The hydrant was installed the week of June 3 and is currently in-service. Due to the absence of a quorum, the Public Safety Committee did not meet. The bill sponsor is Chairman of the Public Safety Committee, Alderman Lee Wynn”. Attorney Albrecht read Bill #5760 by title only. Alderman Leahy made a motion to perfect Bill #5760 into ordinance form. Motion seconded by Alderman Wynn. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

BILL #5760 IS HEREBY PASSED AND ORDINANCE #4433 IS ASSIGNED TO SAID BILL.

Bill #5761 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into An Agreement With KB Consulting For The Management Of A Competitive Market Assessment – 1st & 2nd Reading

Attorney Albrecht read Bill #5761 by title only. Alderman Kramer provided the synopsis, “This Bill is for an ordinance authorizing the mayor and/or city administrator to approve an agreement with Dr. Kenneth R. Bottoms for the management of competitive market assessment. Staff was authorized to issue a Request for Proposal for a comprehensive compensation study to obtain more information about the actual cost of conducting such a study. Dr. Kenneth R. Bottoms has offered to assist with the development of the RFP, to review bids submitted and to analyze the results for a discounted rate. The Ways and Means

Committee has reviewed Dr. Bottoms' proposal and have agreed to forward this to the full Board of Aldermen with a positive recommendation". Alderwoman Saunders offered comments that there is a need for a compensation study and the RFP is being delayed, that we will be undertaking unnecessary cost with this firm and neighboring cities are willing to assist and it should also be considered what the city will do with the information once it is received. Alderwoman Saunders stated that she has been pushing for a compensation survey prior to being elected and that she is shocked the city hasn't performed one. Discussion also ensued regarding delays in other projects. Attorney Albrecht read Bill #5761 by title only. Alderman Kramer made a motion to perfect Bill #5761 into ordinance form. Motion seconded by Alderman Wynn. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – no; Alderman Leahy – no; Alderwoman Manestar – no; Alderwoman Saunders – no; **MOTION FAILED.**

Bill #5762 – An Ordinance Granting Approval Of A Site Development Plan To Install A Fence And Sound Blanket At Property Numbered 2615 S. Hanley Road Which Permits Under The Provisions Of Chapter 25 Of The Brentwood City Code The Development Of That Site; Providing The Conditions Of Such Development; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5762 by title only. Alderman Kramer provided the synopsis, "This bill is for an ordinance granting approval of a site development plan to install a fence and sound blanket at a pet care facility at the property numbered 2615 S. Hanley Road. The applicant is proposing to install a fence along the south side of the property over the existing retaining wall. The fence will include a sound blanket designed to mitigate the noise violation that was determined by a sound study conducted by Mr. Damotte of McClure Engineers. The P&Z Subcommittee voted to recommend approval of the application as submitted". Attorney Albrecht read Bill #5762 by title only. A discussion was held and Jeremy King, owner, responded that the sound engineer ensured that this solution, along with amendments to dog activity schedule, will be in compliance with the ordinance. Alderman Leahy made a motion to perfect Bill #5762 into ordinance form. Motion seconded by Alderwoman Saunders. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

BILL #5762 IS HEREBY PASSED AND ORDINANCE #4434 IS ASSIGNED TO SAID BILL.

Bill #5763 – An Ordinance Of The City Of Brentwood, Missouri, Approving A First Amendment To Redevelopment Agreement Related To The CLD Brentwood Redevelopment Area; And Authorizing Certain Actions Relating Thereto – 1st & 2nd Reading

Attorney Albrecht read Bill #5763 by title only. Alderman Kramer provided the synopsis, "This Bill is for an ordinance authorizing the cap to be raised from \$250,000 to \$350,000 subject to the audit by staff of the money spent. Almost 90 % of the cost will come from Ameren and the electrical contractor". Attorney Albrecht read Bill #5763 by title only. Alderman Kramer made a motion to perfect Bill #5763 into ordinance form. Motion seconded by Alderman Leahy. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

BILL #5763 IS HEREBY PASSED AND ORDINANCE #4435 IS ASSIGNED TO SAID BILL.

Bill #5764 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into And Execute An Agreement Between The City Of Brentwood, Missouri And Crawford Bunte Brammeier (CBB) To Perform On-Call Engineering Services; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5764 by title only. Alderman Kramer provided the synopsis for Bills #5764-5768, "Pursuant to Section 2-462 of the Brentwood Code, staff initiated an RFQ

process to select engineering firms to provide third-party engineering services for the City. The RFQ for hourly rate engineering services was issued in August, and thirty firms submitted responses. Following staff's review of the responses, six (6) finalists were shortlisted and invited to interview. Five firms were selected. For the past three years, the City has had standing, on-call consulting agreements with various firms. Public Works Committee recommends approval.

The scope of work for projects may include but is not limited to the following categories: Streetscape, Lighting, and Landscape Architecture, Roadway/Alley Rehabilitation and Reconstruction, including Sidewalks and ADA compliance, Traffic, Signals, Parking and Intersections, Public Facilities (Public Buildings, Public Works Facilities), Stormwater Management and Low Impact Development, Floodplain Administration, Geotechnical Engineering and Materials Testing, Surveying. Attorney Albrecht read Bill #5764 by title only. Alderman Robertson made a motion to perfect Bill #5764 into ordinance form. Motion seconded by Alderman Wynn. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**
BILL #5764 IS HEREBY PASSED AND ORDINANCE #4436 IS ASSIGNED TO SAID BILL.

Bill #5765 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into And Execute An Agreement Between The City Of Brentwood, Missouri And George Butler Associates (GBA) To Perform On-Call Engineering Services; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5765 by title only. Attorney Albrecht read Bill #5765 by title only. Alderman Wynn made a motion to perfect Bill #5765 into ordinance form. Motion seconded by Alderman Kramer. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**
BILL #5765 IS HEREBY PASSED AND ORDINANCE #4437 IS ASSIGNED TO SAID BILL.

Bill #5766 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into And Execute An Agreement Between The City Of Brentwood, Missouri And Grimes Consulting Inc To Perform On-Call Engineering Services; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5766 by title only. Attorney Albrecht read Bill #5766 by title only. Alderman Kramer made a motion to perfect Bill #5766 into ordinance form. Motion seconded by Alderman Robertson. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**
BILL #5766 IS HEREBY PASSED AND ORDINANCE #4438 IS ASSIGNED TO SAID BILL.

Bill #5767 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into And Execute An Agreement Between The City Of Brentwood, Missouri And Groves Design Group LLC To Perform On-Call Engineering Services; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5767 by title only. Attorney Albrecht read Bill #5767 by title only. Alderman Kramer made a motion to perfect Bill #5767 into ordinance form. Motion seconded by Alderwoman Manestar. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**
BILL #5767 IS HEREBY PASSED AND ORDINANCE #4439 IS ASSIGNED TO SAID BILL.

Bill #5768 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into And Execute An Agreement Between The City

Of Brentwood, Missouri And Horner Shifrin Inc To Perform On-Call Engineering Services; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5768 by title only. Attorney Albrecht read Bill #5768 by title only. Alderman Wynn made a motion to perfect Bill #5768 into ordinance form. Motion seconded by Alderman Robertson. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – absent(steppeed out); **MOTION PASSED.**

BILL #5768 IS HEREBY PASSED AND ORDINANCE #4440 IS ASSIGNED TO SAID BILL.

Bill #5769 – An Ordinance Granting Approval Of A Site Development Plan To Construct A 600 Square Foot Addition At Property Numbered 2780 Mary Avenue Which Permits Under The Provisions Of Chapter 25 Of The Brentwood City Code The Development Of That Site; Providing The Conditions Of Such Development; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5769 by title only. Alderman Kramer provided the synopsis, “this Bill is for an ordinance granting approval of a site development plan to construct a 600 square foot addition at property numbered 2780 Mary Avenue which permits under the provisions of chapter 25 of the Brentwood City Code the development of that site. The petitioner proposes to construct a 600 sq. ft. office addition to the south end of the existing 8,694 building housing NB West Contracting. The addition is proposed to match the existing building. Three parking spaces will be lost due to the project however the remaining 43 parking spaces still exceed the minimum required. This property is located in the floodplain, so a floodplain development permit must be obtained prior to issuance of a building permit. Planning and Zoning Commission recommends approval”. Attorney Albrecht read Bill #5769 by title only. Alderman Leahy made a motion to perfect Bill #5769 into ordinance form. Motion seconded by Alderman Robertson. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

BILL #5769 IS HEREBY PASSED AND ORDINANCE #4441 IS ASSIGNED TO SAID BILL.

Bill #5770 – An Ordinance Of The City Of Brentwood, Missouri, Authorizing The Mayor And/Or City Administrator To Enter Into And Execute An Agreement Between The City Of Brentwood, Missouri And West Contracting; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5770 by title only. Alderman Kramer provided the synopsis, “Asphalt Street and Trail Project - This Bill is for an ordinance authorizing the mayor and/or city administrator to enter into and execute an agreement between the City of Brentwood and West Contracting for the asphalt street project (mill and overlay) and maple trail project. The project begins in early July and should be completed by the end of the summer subject to weather conditions. Public Works Committee recommends approval. The streets and trail in the project include: Lawndell Dr., Brentwood Pl., Helen Ave., and Overlay Maple Trail. Attorney Albrecht read Bill #5770 by title only. Alderman Leahy made a motion to perfect Bill #5770 into ordinance form. Motion seconded by Alderwoman Manestar. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

BILL #5770 IS HEREBY PASSED AND ORDINANCE #4442 IS ASSIGNED TO SAID BILL.

Bill #5771 – An Ordinance Of The City Of Brentwood, Missouri, Adopting A Comprehensive Fund Balance Policy; Providing For The Effective Date Of This Ordinance; And Providing For The Repeal Of All Conflicting Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5770 by title only. Alderman Kramer provided the synopsis, “this Bill is for an ordinance adopting a fund balance policy for all the city’s funds. The purpose of this policy is to establish a key element of the financial stability of the City of Brentwood by

setting guidelines for fund balance. The goal for the minimum operating reserves – unassigned Fund Balance for the General Fund, Storm Water and Park Improvements and Sewer Improvement Funds is equal to 15% of budgeted operating expenditures and a balance of less than 10% is cause for concern, barring unusual or deliberate circumstances. If unassigned fund balance falls below the goal or has a deficiency, the City will plan to adjust the budget in the subsequent fiscal years to restore the balance. Appropriation from the unassigned fund balance (All Funds) shall require supermajority approval of the Board of Aldermen and shall be only for one-time expenditures, such as an extraordinary or emergency circumstance, and not for ongoing expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted. Ways and Means Committee recommends approval”. Alderwoman Saunders stated she is more comfortable with 25% as the minimum reserve balance which is in keeping with surrounding municipalities, our minimum is below the GFOA standard. A discussion was held regarding the reason for usage. Alderman Leahy made a motion to amend Bill #5771 by replacing supermajority vote with requires an affirmative vote of 6 Alderman. Motion seconded by Alderwoman Saunders. Unanimous vote in favor taken; **MOTION PASSED.** Attorney Albrecht read Bill #5770 by title only. Alderman Leahy made a motion to perfect the amended bill into ordinance form. Motion seconded by Alderman Wynn. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – no; **MOTION PASSED.**
BILL #5771 IS HEREBY PASSED AND ORDINANCE #4443 IS ASSIGNED TO SAID BILL.

Bill #5772 – An Ordinance Authorizing The Amendment Of The City Of Brentwood’s Current Employee Handbook By Eliminating The Perfect Attendance Incentive; Providing For The Effective Date Of This Ordinance; And, Providing For The Repeal Of All Conflicting Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5772 by title only. Alderman Kramer provided the synopsis, “this Bill is for an ordinance authorizing the amendment of the City of Brentwood’s current Employee Handbook by eliminating the Perfect Attendance Incentive for all City of Brentwood employees”. Attorney Albrecht read Bill #5772 by title only. Alderman Wynn made a motion to perfect Bill #5772 into ordinance form. Motion seconded by Alderman Kramer. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**
BILL #5772 IS HEREBY PASSED AND ORDINANCE #4444 IS ASSIGNED TO SAID BILL.

Bill #5773 – An Ordinance Extending The Temporary Moratorium On Certain Activities In The City Of Brentwood, Missouri, Pending Review And The Update Of The City’s Land Use And Related Licensing And Permitting Regulations – 1st & 2nd Reading

Attorney Albrecht read Bill #5773 by title only. Alderman Kramer provided the synopsis, “this Bill is an ordinance extending the temporary moratorium (three months) on certain activities in the City of Brentwood, pending review and update of the City’s land use and related licensing and permitting regulations. Planning and Zoning Commission recommends the extension of a three (3) month moratorium on the City’s acceptance, consideration or action upon any applications related to mobile food vendor business”. A discussion was held regarding special events and Director Rottjakob explained that there are exceptions included. Attorney Albrecht read Bill #5773 by title only. Alderman Kramer made a motion to perfect Bill #5773 into ordinance form. Motion seconded by Alderman Leahy. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**
BILL #5773 IS HEREBY PASSED AND ORDINANCE #4445 IS ASSIGNED TO SAID BILL.

Bill #5774 – An Ordinance Enacting A New Section Pertaining To High Grass And Weeds And The Obligation To Maintain Such Vegetation Including Vegetation Within Adjacent Right-Of-Way – 1st & 2nd Reading

Attorney Albrecht read Bill #5774 by title only. Alderman Kramer provided the synopsis, “This Bill is for an ordinance enacting a new section pertaining to high grass and weeds and the obligation requiring property owners to mow the Right-Of-Way adjacent to their property. Public Works recommends approval”. A discussion was held regarding the city’s interest to keep these areas maintained, the ability to approach private property, being consistent city wide and the long standing agreement with property owners on McKnight. Alderwoman Saunders made a motion to send the Bill #5774 back to the Public Works Committee. **MOTION DIES DUE TO LACK OF SECOND.** Attorney Albrecht read Bill #5774 by title only. Alderman Leahy made a motion to perfect Bill #5774 into ordinance form. Motion seconded by Alderman Robertson. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – no; Alderman Robertson – yes; Alderman Kramer – no; Alderman Toohey – no; Alderman Leahy – yes; Alderwoman Manestar – no; Alderwoman Saunders – no; **MOTION FAILED.** Alderman Leahy commented that in failing to pass this bill, the city takes on the responsibility in cutting the grass in the right of ways throughout the entire City of Brentwood.

Bill #5775 – An Ordinance Authorizing The Mayor And/Or City Administrator To Execute An Agreement Between The City Of Brentwood, Missouri And Sign-A-Rama For The Park Signage Project; And Providing For The Effective Date Of This Ordinance – 1st & 2nd Reading

Attorney Albrecht read Bill #5775 by title only. Alderman Kramer provided the synopsis, “this Bill is for an ordinance authorizing the mayor and/or city administrator to execute an agreement between the City of Brentwood and Sign-A-Rama for the Park Signage Project. The Park Signage Project consists of the fabrication of 43 park signs located in Memorial Park, Hanley Park, Broughton Park and Rogers Parkway. This project is part of the Municipal Park Grant that the department received last year. This project begins in early July and should be completed by the end of the summer. Funding for this project is included in the FY 2013 Budget and was estimated to be \$34,000, half of which will be reimbursed by the Municipal Park Grant. The low bid is \$22,361.00. Public Works recommends approval”. Attorney Albrecht read Bill #5775 by title only. Alderman Robertson made a motion to perfect Bill #5775 into ordinance form. Motion seconded by Alderwoman Manestar. **ROLL CALL:** Alderman Harper – absent; Alderman Wynn – yes; Alderman Robertson – yes; Alderman Kramer – yes; Alderman Toohey – yes; Alderman Leahy – yes; Alderwoman Manestar – yes; Alderwoman Saunders – yes; **MOTION PASSED.**

BILL #5775 IS HEREBY PASSED AND ORDINANCE #4446 IS ASSIGNED TO SAID BILL.

ACCOUNTS AGAINST THE CITY

Alderman Kramer made a motion to approve the warrant list in the amount of \$282,569.70. Motion seconded by Alderman Toohey. Unanimous vote in favor taken; **MOTION PASSED.**

REPORTS OF COMMITTEES AND DEPARTMENT HEADS;

Mayor Kelly announced the request from Veteran’s Memorial (Richmond Heights) to place a temporary sign at Walgreens in effort of raising funds; Alderman Leahy made a motion to allow the informative sign on the corner of Litzsinger and Brentwood. Motion seconded by Alderwoman Saunders/Alderman Wynn. Unanimous vote in favor taken; **MOTION PASSED.** Alderman Wynn announced that they are also selling bricks.

Mayor Kelly announced interest in beginning budget workshops for staff presentations; the Board agreed to hold a special meeting on July 30th at 6pm. The Board also agreed to meet on July 30th at 5pm to revisit the new municipal code draft.

Mayor Kelly reported six proposals were received in response to the Internal Controls request. They have been ranked based on qualifications; staff will verify references, interview the top 3 candidates and report back to the Board next month.

Mayor Kelly distributed the committee appointment list for 2013; changes include Kathy O'Neill's appointment as an alternate on the Board of Adjustment, John Geppert has resigned from P&Z Chairman after 23 years and one additional member is still needed (P&Z). Suggestions were made to incorporate new faces on boards and committees when possible. Alderman Wynn made a motion to accept the 2013 Committee appointments. Motion seconded by Alderman Leahy. Unanimous vote in favor taken; **MOTION PASSED.**

Public Safety Committee, Alderman Wynn announced the next meeting is being scheduled for the first week of July.

Public Works Committee, Alderman Robertson had no new report.

Director of Planning & Development

Director Rottjakob explained that after review, the Public Works Committee voted to forward a favorable recommendation to the Board of Aldermen to approve reduced deck permit fees for Brentwood Forest; \$50 for repairs and \$75 for new decks.

Ways and Means Committee, Alderman Kramer announced the next meeting will be held 7/17 at 6:30pm.

City Attorney, Attorney Albrecht had no new report.

City Clerk/Administrator had no new report.

Library, Alderman Wynn had no new report.

Municipal League, Mayor Kelly encouraged everyone to become aware of changes that may impact the city. He stated that the State has initiated the formation of a committee to evaluate the sales tax distribution and structure of St. Louis County. The concern is that the city will continue to lose revenue to the sales tax pool.

Communications, this will be removed going forward.

Historical Society, Alderman Wynn had no new report.

Closed Meeting none

UNFINISHED BUSINESS

None

NEW BUSINESS

Alderman Robertson announced his inability to attend the July 15th meeting and asked to remain a part of the Boys Hope Girls Hope discussion. The Board agreed to tentatively schedule the public hearing on August 5th.

Alderman Leahy announced that the Ward 3 meeting will be held June 25th at 7pm; all are invited. He also reminded everyone of the dangers of fireworks for the upcoming holiday.

Alderwoman Saunders stated that the Ward 1 meeting is July 9th and asked that it is not placed on the calendar. She will be sending an email to see if residents are interested in attending.

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

John Nuernberger (2925 Collier) announced support of Boys Hope Girls Hope. He stated that he believes in their missions and welcomed the decision to make Brentwood their home and belief that this is a good use of the site. He asked if the Board denies the project to please explain why and that everyone put aside any other issues that they have with government and its operations and questioned what else would become of this site. On another note, he questioned the houses under demolition and what plans Bommarito has for these sites.

Tom Martin (78 York) stated that there has not been enough details provided via the city newsletter to residents regarding the State Audit (by the Mayor) and questioned if this was fair disclosure to those that may not have been aware.

Susan Ryan (9324 Pine Ave) expressed thanks to John Geppert for his services on P&Z and to Ellen Rottjakob for serving the city.

ADJOURNMENT

Alderman Wynn made a motion to adjourn the meeting at 9:48pm. Motion seconded by Unanimous vote in favor taken; **MOTION PASSED.**

Approved with amendments on the 15th day of July, 2013.

Attest:

Mayor Pat Kelly

Bola Akande, City Clerk/Administrator