

**CITY OF BRENTWOOD
BOARD OF ALDERMEN MEETING
MARCH 19, 2018
AMENDED MEETING MINUTES**

MEETING CALLED TO ORDER

Mayor Christopher Thornton called the meeting to order at 5:33 pm, in the Council Room of City Hall located at 2348 S. Brentwood Blvd., Brentwood, MO 63144 and immediately led the Pledge of Allegiance.

ROLL CALL

The following members were present:

Alderman Dimmitt Present

Aldерwoman O'Neill Present

Alderman Kramer Present

Alderman Plufka Present

Alderman Leahy Present

Aldерwoman Sims Absent

Alderman Lochmoeller Present

Alderman Wegge Absent

Mayor Thornton Present

Members present constituted a quorum.

Also present were City Administrator Bola Akande, City Attorney Kevin O'Keefe, and Interim Deputy City Clerk Michelle Raven.

APPROVAL OF AGENDA

Board of Aldermen March 19, 2018

Mayor Thornton suggested item number 5. a) Police Chief Employment Contract be moved to item number 16. a) ii because it needs to be approved before Police Chief Joe Spiess can be sworn in. Alderman Kramer made a motion to move item number 5. a) to item number 16. b) ii. Alderman Dimmitt seconded the motion. A unanimous voice vote was taken.

Motion passed.

CONSIDERATION AND APPROVAL OF MINUTES

February 20, 2018

Approved by Acclamation

March 5, 2018

Approved by Acclamation

PRESENTATION/RECOGNITION

Missouri Arbor Award of Excellence Municipalities/Governments – Missouri Community Forestry Council Award

City Administrator Akande gave an update regarding the Missouri Arbor Award of Excellence. She, Director Gruenenfelder, and Communications Manager Levy attended the Missouri Community Forest Council Awards Luncheon on Wednesday, March 14, 2018. Brentwood was the only city nominated and received the Excellence Award.

Director Gruenenfelder shared that Brentwood was fortunate to receive the municipal award for excellence in arbor for multiple reasons: taking control of the forestry and becoming more proactive in our care of trees, doing tree inventory and making sure we took down the 100 trees that were poor and dangerous, hiring an urban forester in continuing with the care of our trees. All the efforts mentioned were reasons MCFC selected Brentwood for the Excellence Award.

Mayor Thornton shared that in 2017 the Board of Aldermen put together a sizable budget to address the deferred maintenance of our urban forest, and with help from City Administrator Akande and Director Gruenenfelder a plan was put together. Mayor Thornton thanked Director Gruenenfelder for taking the leadership on making sure we followed through with our promise to take care of our trees and our urban forest. Mayor Thornton thanked City Administrator Akande for the organizational arrangements made to put these initiatives within a department. He said that the City has done a very good job.

Mayor Thornton presented Director Gruenenfelder with the Arbor Day Foundation Award, which he had received from the Missouri Community Forestry Council.

PROCLAMATION

None

PUBLIC HEARING

None

BIDS

None

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

County Councilman Pat Dolan said he came by to recognize the new Police Chief Joe Spiess. He said he is glad to see an excellent man was hired. He acknowledged that there were a lot of good candidates for the role as Police Chief and he appreciate them being involved. He said he look forward to working with the new Police Chief and City of Brentwood, as always. He thanked all the first responders in Brentwood for the hard work, and noted that Brentwood was one of the top 10 cities in the nation for places to live. He commended City Administrator Akande and all her staff for doing a good job.

Aldermanic Response

None

UNFINISHED BUSINESS

None

BILLS TO BE GIVEN A FIRST READING ONLY

Bill No. 6188 – 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 The Center For Public Safety Management LLC; And Providing For The Effective Date Of This Ordinance – Proposal

CPSM will perform a comprehensive analysis of fire and emergency medical services for the city of Brentwood, MO. The CPSM approach to conducting this analysis is unique and comprehensive in that we will conduct a forensic data analysis that has a focus on fire and emergency medical services response types, response times; workload dedicated to EMS transport; peak call times; and overall operational response workload of the entire fire department.

The emergency medical services analysis CPSM will conduct for the city of Brentwood will include the following major outcomes:

- Conduct a Community Risk Analysis and utilize as a benchmark when examining and making recommendations on the current operational staffing and deployment model;

- Analyze the current functional and operational service delivery model for fire and EMS, and make recommendations on the most viable and sustainable fire and EMS service delivery model;
- Review each division and functional area of the department and make recommendations on organizational structure and a management framework to ensure accountability, increased efficiency and improved performance;
- Analyze current operational deployment resources, staffing structural design, and operational deployment model.

BILLS TO BE GIVEN A SECOND READING ONLY

Bill No. 6185 – Phase I and Phase II Environmental Site Assessment Report – Manchester Renewal Project – An Ordinance Approving An Agreement With Terracon Consultants, Inc. For Environmental Due Diligence Services For The Manchester Renewal Project

This is a Master Agreement for Phase I and Phase II Environmental Site Assessment Services related to the acquisition of approximately 50 sites. The total cost of this service will range from \$127,500 to \$152,500. The cost to have the assessments is relatively minimal when compared to remediation or clean-up costs (digging up and removing soil, etc.). It lets you learn about potential issues before you are in the chain of title. Once you are in the chain of title, you may be responsible under federal law for cleaning up the property if there’s environmental hazards, even if you didn’t cause them. Staff recommends a positive consideration by the Board of Aldermen for a motion to approve a Master Agreement with Terracon Inc. Alderman Leahy made a motion to perfect Bill No. 6185 into Ordinance form. Alderman Lochmoeller second the motion.

ROLL CALL

Alderman Dimmitt Yes	Alderwoman O’Neill Yes
Alderman Kramer Yes	Alderman Plufka Yes
Alderman Leahy Yes	Alderwoman Sims Absent
Alderman Lochmoeller Yes	Alderman Wegge Absent

Bill No. 6185 Passes and upon signature of the Mayor becomes Ordinance No. 4827.

Bill No. 6186 – Employment Agreement – An Ordinance Authorizing The Mayor Acting On Behalf Of The City Of Brentwood, Missouri, To Execute An Agreement With The Police Chief Of The City Of Brentwood, Missouri; And Providing For The Effective Date Of This Ordinance

This is an ordinance authorizing the Mayor acting on behalf of the City of Brentwood, Missouri, to execute an agreement with the Police Chief of the City of Brentwood, Missouri. The initial term of this contract shall be for a period commencing March 12, 2018 to March 12, 2019. This Contract may be extended as provided by its terms. Unless either party provides written notice to the other of its intention to renegotiate and/or not to renew this Contract no less than forty-five (45) days prior to the end of this initial or any extended terms, this Contract shall automatically be extended on the ten terms and conditions for an additional one (1) year period. Alderman Dimmitt made a motion to perfect Bill No. 6186 into Ordinance form. Alderman Plufka seconded the motion.

ROLL CALL

Alderman Dimmitt Yes	Alderwoman O’Neill Yes
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Alderman Kramer Yes
Alderman Leahy Yes
Alderman Lochmoeller Yes

Alderman Plufka Yes
Alderwoman Sims Absent
Alderman Wegge Absent

Bill No. 6186 Passes and upon signature of the Mayor becomes Ordinance No. 4828.

BILLS TO BE GIVEN A FIRST AND SECOND READING

None

RESOLUTIONS

Resolution No. 1090 – Establishment of a New City Advisory Committee – A Resolution Authorizing The Establishment of a New City Advisory Committee To Facilitate Discussions and Possible Solutions to Improving School, Religious and Day Care Center Safety Within Brentwood

Alderman Leahy would like to establish a new City Advisory committee to facilitate discussions and possible solutions to improving school, religious & day care center safety within Brentwood. This could include natural disasters, active shooter situations, etc. Individually this problem will not be solved by any one party. It will require cooperative effort from the City, schools, religious and day care centers within Brentwood. By tackling this issue through a city-wide approach, we can structure a coordinated response to find potential solutions to be applicable to specific situation(s) at hand.

Alderman Leahy made a motion to adopt Resolution No. 1090. Alderman Lochmoeller seconded the motion.

A discussion ensued. Alderman Leahy shared the reason he motioned to adopt Resolution No. 1090 is because of how the code currently reads. Within the code it is required in the standing committees (Public Safety, Public Works, and Ways & Means) that they must be members of the city board. If we go outside committees, like Planning & Zoning, it requires that the members of Planning & Zoning be a resident of the City of Brentwood. For an Advisory Committee to be established per this resolution, the school district and other leaders of other facilities in Brentwood would be invited to participate.

Mayor Thorntorn called for a vote to adopt Resolution No. 1090.

ROLL CALL

Alderman Dimmitt No
Alderman Kramer No
Alderman Leahy Yes
Alderman Lochmoeller No

Alderwoman O’Neill No
Alderman Plufka No
Alderwoman Sims Absent
Alderman Wegge Absent

Resolution No. 1090 is hereby not approved to be adopted.

ACCOUNTS AGAINST THE CITY

Warrant List

Alderman Dimmitt said that he went over the warrant list with City Administrator Akande and Director Shaw. Alderman Dimmitt made a motion to approve the warrant list in the amount of \$393,073.68. Alderman Kramer second the motion.

ROLL CALL

Alderman Dimmitt Yes Alderwoman O’Neill Yes
Alderman Kramer Yes Alderman Plufka Yes
Alderman Leahy Yes Alderwoman Sims Absent
Alderman Lochmoeller Yes Alderman Wegge Absent

Warrant List is hereby approved by the Board of Alderman in the amount of \$393,073.68.

REPORT OF COMMITTEES AND DEPARTMENT HEADS

Mayor

Appointment and Re-Appointments of Brentwood 353 Redevelopment

353 was revitalized to carry out the redevelopment the Manchester Road area. As a result of that we need to make appointments to the Board of Directors for that corporation being that it is a separate entity from the City. By our own ordinances the directors of the corporation must consist of 4 Aldermen and 5 citizens. Proposed appointments are as follows:

- Alderman Tom Kramer – Reappoint (Term End 2022)
- Alderman Andy Leahy – Reappoint (Term End 2022)
- Alderman David Plufka – Appoint (Term End 2024)
- Alderman Steve Lochmoeller – Appoint (Term End 2020)
- Resident Sheri Bilderback – Reappoint (Term End 2022)
- Resident Jeff Gould – Appoint (Term End 2024)
- Resident Chris Jones – Reappoint (Term End 2024)
- Resident Dan Glowski
- Resident Keith Rabenberg

Mayor Thornton requested the Board of Aldermen approve the appointments made to the 353 Urban Redevelopment Corporation (URC). Alderwoman O’Neill made a motion to approve the appointments. Alderman Leahy second the motion.

ROLL CALL

Alderman Dimmitt Yes Alderwoman O’Neill Yes
Alderman Kramer Yes Alderman Plufka Yes
Alderman Leahy Yes Alderwoman Sims Absent
Alderman Lochmoeller Yes Alderman Wegge Absent

Appointments to the Brentwood 353 URC are hereby approved by the Board of Alderman.

Swearing in of Police Chief Joe L Spiess, Jr.

Mayor Thornton shared that it was a difficult choice in selecting the Police Chief because of so many good candidates to choose. City Administrator Akande conducted the swearing in of Police Chief Joe Spiess, in the presence of the Board of Alderman, colleagues, family, and friends.

Public Safety Committee

Alderman Plufka shared that the committee will meet on March 28th at 5:30pm. He welcomed new Police Chief to the committee and commended Interim Police Chief Jim McIntyre for an outstanding job.

Public Works Committee

Alderman Lochmoeller gave an update on the committee's March 7th meeting. Director Gruenenfelder shared action items for 2018, as well looking at trying to keep cost down for Brentwood Days. Maybe charge fees or sell alcohol. Public Works Director Gummersheimer was directed to get bids on dumpsters for Brentwood Forest. The Sewer Lateral Program discussion was placed on hold until the City receives legal advice.

Director of Planning & Development

None

Ways and Means Committee

Alderman Dimmitt shared that the committee's next meeting is Tuesday, March 20th.

City Attorney

None

City Clerk/Administrator

Semi-Annual Financial Statements

City Administrator Akande shared that the Brentwood Municipal Code and the State Statute both require that the City should publish semi-annually in the month of February and August of each year a full detailed account and statement of the receipts and expenditures and indebtedness of the City. As a house keeping matter, City Attorney O'Keefe recommended that we start formally to present this information with the Board of Aldermen so that it is recorded in the minutes. Director Shaw shared that the information was preliminary combined statement of revenues, a schedule done in the Comprehensive Annual Financial Report (CAFR) but is not the final one because the 2017 audit is not finish so the numbers will change. In particular, the COP for the end of 2009 were refinanced and will now become 2017 with different numbers. Alderman Dimmitt questioned why some of the numbers do not match up with what was approved in the budget in terms of the beginning fund balances. The general fund on the budget started out with \$4,869,751 but on your document, is lower for January 1, 2017. Director Shaw said she would look into the differences.

City Administrator Akande also shared that at the March 5th meeting Mayor Thornton announced that going forward at the second meeting of the month she will provide updates for the Manchester Renewal Project. She shared updates for payment period January 1, 2018 – January 31, 2018. The cost is broken up into three categories: investment costs-recovered if project is not completed, direct costs-necessary to provide additional information (design engineering studies), and indirect/sunk cost-related to the project but do not fall into the other two categories mentioned. In January 2018 the City spent \$10,000 deposit for the future anticipated closing of 2814 Breckenridge, which the City closed on March 19th. The total investment cost spent was \$166,205.48. There were no additional funds spent on direct project cost for that time period but total spent to date is \$348,599.45. Under indirect/sunk cost \$22,850 was spent on environmental surveys for future property acquisitions, the total spent to date is \$243,288.39. The Board of Aldermen approved an ordinance selecting Terracon to provide that service to the City.

Excise Commissioner

McGrath Elementary School PTO, 2350 St. Clair Avenue, Brentwood, MO 63144 – Request for a Temporary Liquor License – This is for an Annual Auction to be held at the St. Mary Magdalen School Gym at 2618 S. Brentwood Blvd., Brentwood, MO 63144 on April 14, 2018.

Alderman Dimmitt made a motion to the Board of Alderman to approve the McGrath Elementary School PTO request for a temporary liquor license. Alderman Leahy second the motion. A unanimous voice vote was taken.

Motion passed.

Library

Alderwoman O'Neill shared that the library staff has completed training to register voters. The library won a mini-grant for almost \$12,000 from the federal government administered through the MO State Library for computer upgrades. The library should have several new computers by this summer. The federal grant money is not in the 2019 federal budget so reinstating it for the future would be great.

Municipal League

The Mayor shared that the City of Brentwood submitted an application for the 2018 Innovation Award. An email was sent out to all the members of the Municipal League to vote for the Members Choice Award. The Municipal League will announce the results in April, which is the National city council month. The Annual Municipal League meeting will be in September and this year's location is Branson, MO.

ANNOUNCEMENTS

Alderwoman O'Neill shared that Ward 4 is having its monthly meeting Tuesday, March 27th in the club, and anyone is welcome.

Alderman Leahy shared that Ward 3 is having its monthly meeting Tuesday, March 27th at 7:00pm in the Council Chambers. There is a municipal election held on Tuesday, April 3rd, please vote. Monday, March 19th, at 7:00pm the Brentwood School District is hosting a candidate's forum in conjunction with the League of Women Voters in the Administration Building.

NEW BUSINESS

Bill No. 6189 – Addendum to the Professional Services Agreement For Accounting Services – An Ordinance Authorizing An Addendum To The Professional Services Agreement For The Year Ended December 31, 2017 With Botz, Deal & Company, P.C. For Accounting Services

Following the year-end steps done last year, the accounting firm of Botz Deal felt that there were two items not within the scope of their bid. In order to get the work done in a timely fashion for the year ending December 31, 2017 staff asked them to submit an addendum to their original quote in the amount of \$3,000 for the additional services required to complete the 2017 financial statements.

The services include the following:

- Coordinate the accumulation of City records in preparation of the annual financial audit;

- Accounting for the following Funds:
- Fund 90 COPS 2009 – Tax Increment Fund
- Fund 92 COPS 2014 – Tax Increment Fund
- Fund 96 Brentwood Eager – Tax Increment Fund
- Fund 97 Hanley Station TIF 2015 – Tax Increment Fund
- Calculate and record Journal entries for additional amounts owed under the Meridian Tax Increment Fund Agreement
- Assist with Year-end Accruals for revenues on the modified accrual basis
- Provide journal entries on full accrual basis for the government wide reporting.
- Assistance with providing information necessary to complete disclosures in the Comprehensive Annual Financial Report.

Staff recommends the Board of Aldermen consider the approval of the addendum submitted by Botz, Deal & Company, P.C. and authorize the City Administrator to enter into an execute this Engagement Letter.

Alderman Dimmitt made motion to perfect Bill No. 6189. Alderman Plufka second the motion.

ROLL CALL

Alderman Dimmitt Yes	Alderman O’Neill Yes
Alderman Kramer Yes	Alderman Plufka Yes
Alderman Leahy Yes	Alderman Sims Absent
Alderman Lochmoeller Yes	Alderman Wegge Absent

Bill No. 6189 Passes and upon signature of the Mayor becomes Ordinance No. 4829.

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

None

Aldermanic Response

CLOSED MEETING

None

ADJOURNMENT

Alderman Leahy made a motion for meeting to adjourn at 6:32pm. Alderman Dimmitt seconded the motion. A unanimous voice vote in favor was taken.

Meeting Adjourned.