

**CITY OF SHREWSBURY**  
**BOARD OF ALDERMEN**  
**REGULAR SESSION OF THE BOARD OF ALDERMEN**  
**June 11, 2013**

A Regular Session of the Board of Aldermen of the City of Shrewsbury, Missouri was held at 7:00 p.m. this 11<sup>th</sup> day of June, 2013 in the Aldermanic Chambers of City Hall for the transaction of such business that may come before the Board.

There were present:

Mayor .....	Felicity Buckley
Alderman .....	Ed Kopff
Alderman .....	Sam Scherer
Alderman .....	Mike Travaglini
Alderwoman.....	Chris Gorman
Alderman .....	Rick Steingrubby
Alderman .....	Elmer Kauffmann

There were also present:

City Attorney .....	Michael K. Daming
Director of Administration.....	Jonathan D. Greever
Director of Parks.....	Chris Buck
Police Chief.....	Jeff Keller
Street Superintendent.....	Tony Wagner
City Clerk.....	Carly West
Finance Director.....	Danielle Oettle
Fire Chief.....	Bill Fox

**Roll Call**

Mayor Buckley opened the meeting and City Clerk West commenced with the roll call. The full Board was present.

**Approval of Minutes**

Mayor Buckley introduced the minutes for the May 28, 2013 work session and opened the floor for discussion. There being no discussion, Alderwoman Gorman made a motion to approve the minutes. Alderman Scherer seconded the motion, and it passed unanimously.

**Bills**

Mayor Buckley introduced the bills submitted for payment, quickly reviewed each, and asked if there was any discussion. There being no discussion, Alderman Travaglini made a motion to approve the bills submitted for payment. Alderwoman Gorman seconded the motion and they were unanimously approved.

**Hear Citizens**

Sharon Talbert of 4805 Laurella addressed the Board to request the installation of a sidewalk along Laurella and connecting the sidewalk on Nottingham Avenue and the walkway in Brinkop Park. Ms. Talbert stated that the sidewalk currently ends at the street, and presented the signatures of 100 residents of Shrewsbury who support the installation of the sidewalk. She noted that this is the only vehicular entrance to Brinkop Park, and a sidewalk would make the area safer for pedestrians.

Mayor Buckley asked if the residents whose yards the sidewalk would be in had any comments and Ms. Talbert stated that they had all signed a letter of support which was provided to the Board. Mayor Buckley stated that she felt the request was reasonable, and she would be asking the Parks Board for their input in the matter.

**Auditor's Presentation**

Jeff Winter, partner at Rubin Brown, approached the podium and introduced Renita Duncan, the engagement supervisor for Shrewsbury's audit, and Craig White, the engagement manager. Mr. Winter referenced the financial statement which the Board received, and stated that they would be presenting mostly on their Viewpoint Document, which summarized the audit and their findings.

Mr. White reviewed the Auditor's Communication, then noted some of the City's strengths and weaknesses, specifically highlighting the Centennial Celebration and the community involvement and pride surrounding that as a strength, as well as revenue and expenses being favorable to the budget, and the commitment of the Finance Department to upgrading the accounting software.

Ms. Duncan reviewed the Management Letter of Recommendations, stating that while they do consider internal controls, they don't necessarily test the effectiveness. She noted some areas where internal controls were deficient. She stated that each department is able to post and make adjustments to the general ledger, and that would be considered a material weakness, but also noted that the software implementation would address this. Ms. Duncan stated that all departments are able to add vendors, approve invoices from vendors, and enter invoices into the system. She noted this was also a function of the old software and would be addressed, but they wanted to be sure it was included in the audit as a concern. She stated that only the Finance Department should be adding vendors, and only the Finance Department should be entering invoices for payment after they have been approved by the department heads.

Ms. Duncan stated that they had reviewed the 2011 recommendations with management. She also stated that in regards to Capital Asset Schedules, they were recommending that they be reconciled more often and only by one person and reviewed by another. She also stated that the City should consider a disaster recovery plan so services are not interrupted in case of an emergency. She noted that while some of the Certificates of Deposit were not out of compliance with the investment policy of Shrewsbury, the investment policy did not match up with the State's policy, and they were recommending that the City's policy align with the State's. She finally noted that a policy in the personnel manual relating to department head vacation time had been changed by the Board, but had not been updated in the Personnel Manual, and so recommended that the Manual be updated to reflect that change. Ms. Duncan stated that all recommendations from the previous year had been addressed, other than the ones mentioned previously.

Mr. Winter noted some standards and practices that were going to be implemented in the near future, most notably relating to the accounting of pensions and making it more in line with how commercial organizations operate. He also reviewed the statistical comparison with other municipalities, which was included in the Viewpoint document.

### Liquor License Renewal

Mayor Buckley presented the applications for Annual License (Sundays Included) for Sale of All Kinds of Liquor by the Drink submitted by St. Louis Bar & Grill Inc., American Legion III, and PBC Bowling LLC. She opened the floor for discussion. There being no discussion, Alderman Scherer made a motion to approve the applications. Alderwoman Gorman seconded the motion, and it was approved unanimously.

Mayor Buckley presented the applications for Annual License for Sale of All Kinds of Liquor in Original Package submitted by Dierbergs Mackenzie Pointe, Traffic Oil, and Shop 'n Save. She opened the floor for discussion. There being no discussion, Alderman Kauffmann made a motion to approve the applications. Alderman Scherer seconded the motion, and it was approved unanimously.

Mayor Buckley presented the applications for License for Sale of Beer and Wine Only submitted by Pizza World and Shrewsbury Parks & Recreation. She opened the floor for discussion. There being no discussion, Alderwoman Gorman made a motion to approve the applications. Alderman Travaglini seconded the motion, and it was approved unanimously.

Mayor Buckley presented the application for License for Wine Tasting submitted by Dierbergs Mackenzie Point. She opened the floor for discussion. There being no discussion, Alderman Kauffmann made a motion to approve the applications. Alderman Scherer seconded the motion, and it was approved unanimously.

Mayor Buckley presented the applications for License for Sale of Beer and Wine Only (Temporary) submitted by Cur de Ars Catholic Church for their parish picnic being held October 13, 213 and by St. Michel's Catholic Church for the soccer tournaments being held August 11 and 18, 2013. She opened the floor for discussion. Alderman Kopff noted that he had made the application for St. Michael's and so would be recusing himself from discussion and voting. There being no further discussion, Alderman Travaglini made a motion to approve the applications. Alderwoman Gorman seconded the motion, and it passed with Alderman Kopff abstaining.

### Ordinances

#### **(Bill No. 2729)**

Mayor Buckley re-introduced Bill No. 2729, a bill dedicating certain streets in the Meadows of Kenrick. Mayor Buckley asked if there was any discussion. There being no discussion, a motion was made by Alderman Travaglini, seconded by Alderwoman Gorman, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the second and final time. Alderman Travaglini made a motion that Bill No. 2729 be adopted to become Ordinance No. 2720. Alderwoman Gorman seconded the motion and upon roll call, the following vote was recorded. Alderman Kauffmann, "Aye"; Alderman Travaglini, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; and Alderman Steingrubby, "Aye".

There being a majority of votes in favor, the Mayor declared the motion passed and that Bill No. 2729 was adopted as Ordinance No. 2720.

#### **(Bill No. 2731)**

Mayor Buckley introduced Bill No. 2731, a bill authorizing the Mayor to enter into an agreement for EMS Medical Director Services. The Mayor opened the floor for discussion. There being no discussion, a motion was made by Alderman Kauffmann, seconded by Alderman Scherer, and passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the first

time. The Mayor opened the floor for discussion. There being no discussion, a motion was made by Alderman Kauffmann, seconded by Alderman Kopff, and passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the second and final time. Mayor Buckley opened the floor for final discussion. There being no discussion, Alderman Kauffmann made a motion that Bill No. 2731 be adopted to become Ordinance No. 2721. Alderman Kopff seconded the motion and upon roll call, the following vote was recorded. Alderman Kauffmann, "Aye"; Alderman Travaglini, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; and Alderman Steingrubby, "Aye".

There being a majority of votes in favor, the Mayor declared the motion passed and that Bill No. 2731 was adopted as Ordinance No. 2721.

**(Bill No. 2732)**

Mayor Buckley introduced Bill No. 2732, a bill updating the accessible parking section in the Shrewsbury Municipal Code. The Mayor opened the floor for discussion. There being no discussion, a motion was made by Alderman Scherer, seconded by Alderwoman Gorman, and passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the first time.

**(Bill No. 2733)**

Mayor Buckley introduced Bill No. 2733, a bill updating the definition of "emergency vehicle" in the Shrewsbury Municipal Code. There being no discussion, a motion was made by Alderman Kauffmann, seconded by Alderman Scherer, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the first time.

**Discussion of Landscaping Ordinance**

Mayor Buckley stated that she wanted to ensure that all of the Aldermen had copies of all of the information that had been considered regarding landscaping, and that this topic was something that would be better addressed at a work session. She noted that the Board would need to consider the best way to implement new landscaping regulations, and noted that Alderman Steingrubby has some expertise in this particular area.

**Discussion of Intersection of Murdoch and St. Vincent**

Mayor Buckley reminded the Board that Alderman Kopff had brought this concern to the attention of the Board, and stated that she wanted to ensure that the community was made aware of the issue and that it was being considered. Alderman Kopff stated that visibility was impaired at that intersection, and Chief Keller agreed that there was a problem and had made some good suggestions. Mayor Buckley noted that Chief Keller had suggested making some of the area around that intersection No Parking Zones.

**Department Head Reports**

Police Chief Jeff Keller presented his written report, and there were no questions from the Board.

Parks Director Chris Buck presented his written report, and noted that summer camps had started and there were over 200 children participating. He also stated that the Swim Team had begun practice, and the program had grown from 90 swimmers last year to 180 swimmers this year, thanks in large part to the hard work of Lauren Kopp and Coach Dan Brochers. He presenting some of the options that the Park Board was considering for the upcoming grant, which includes an outdoor amphitheater or some new playground equipment, and requested any input from the Board of Aldermen. Mayor Buckley asked about the status of

the fire pit, and Mr. Buck answered that they had found a location for it, and he would be getting in touch with some people for bids for installing it.

Director of Administration Jonathan Greever presented and quickly reviewed his written report.

Fire Chief Bill Fox presented his written report, and stated that the following day at noon they would be opening bids for protective gear for the new firemen, who had been using parts from other sets, which was not a safe or ideal situation. He also reported that the local municipal fire departments in the areas have been working to standardize their Standard Operating Guidelines to allow for more seamless teamwork when multiple departments are working on a call. He stated that those SOGs would be implemented on July 1, 2013. He concluded by thanking City Attorney Mike Daming for his work on the EMS Medical Director contract.

Public Works Superintendent Tony Wagner presented his written report and stated that they had completed the pour on the sidewalk on St. Charles Place

Finance Director Danielle Oettle presented her written report, and stated that the Finance Department had received 2 hours of training with the new accounting software, and that the conversion process is taking a little longer than anticipated, but the process is still looking good. She also reported that she had posted the part-time court assistant position.

**Mayor's Report**

Mayor Buckley reported that the City of Shrewsbury Police Department was recognized by the Municipal League for Best Practices for their COLEA Accreditation, and recognized Brian Catlett and Lisa Vargas for their work on that accreditation, as well as the leadership of Chief Keller, and former Mayor Bert Gates for recognizing that the accreditation was so important.

**Old Business**

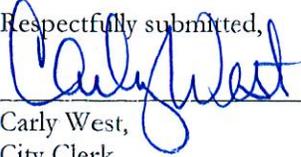
Mayor Buckley stated that the police department is still gathering data regarding the special enforcement zone along Shrewsbury Avenue and that she hoped that by the work session, they would be able to come to a final decision as to how to proceed.

**New Business**

None

Alderman Travaglini made a motion to adjourn the meeting which was seconded by Alderwoman Gorman and passed unanimously. The regular meeting adjourned at 7:50 p.m.

Respectfully submitted,

  
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Carly West,  
City Clerk

ATTEST:  
  
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Mike Travaglini,  
Board President