CITY OF SHREWSBURY
BOARD OF ALDERMEN
WORK SESSION OF THE BOARD OF ALDERMEN
October 8, 2013

A Work Session of the Board of Aldermen of the City of Shrewsbury, Missouri was held at 6:34 p.m. this 8th day of October, 2013 in the Aldermanic Conference Room of City Hall for the transaction of such business that may come before the Board.

There were present:

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

There were also present:

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

Roll Call

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

Discussion of Unlicensed/Unregistered Cars

Mayor Buckley reported that she had received some complaints about unlicensed and unregistered cars that are sitting on residential property and which are an eyesore. She stated that there were some homes where there was more than one sitting in the back yard, and that something like this has a greater impact when more and more people start doing it. She asked the Board if they were interested in moving forward with Mr. Greever and Chief Keller working on an ordinance that addressed unlicensed and unregistered cars.

Alderwoman Gorman stated that if there had been complaints, the topic should at least be addressed.

Alderman Travaglini stated that he would be interested in finding out how this would be enforced. He asked if it would be complaint-driven. Mayor Buckley answered that enforcement was something that could be addressed in an ordinance, and that most of the City's nuisances are complaint-driven. Chief Keller stated that some of the ordinances on the books were complaint-driven, such as truck parking on City streets. He stated that there had been a bit of backlash when the Police Department became more proactive in dealing

with ordinance violations. Chief Keller stated that he would advocate for giving warnings or notice, and then having the Code Enforcement Officer issue a citation instead of the Police Department.

Alderman Steingruby asked how many complaints were being received. Chief Keller answered that the complaints come in spurts, and that there were not a lot, but there were always a few that persisted. Mayor Buckley stated that she was not sure what number of complaints would be the threshold for considering passing an ordinance, but that she had received a number of them. She stated that she felt her perspective might be different that the Board's, which was why she was asking for their advice on the matter.

Alderman Travaglini stated that if the issue were going to be complaint-driven, the community should be made aware of the ordinance so they would know they could complain about them and something could be done. Mayor Buckley stated that she had also heard from people that issues like this should be policed and that residents had expressed that they felt they shouldn't need to complain to get something done.

Mayor Buckley stated that she could personally think of three different properties that had been brought to City Hall's attention, so it was something that could be addressed, and that residents had thought that there was already an ordinance on the books. She stated that one of the complaints had been about an unlicensed car that was full of junk, and that it was truly a problem, but that other unlicensed cars were tidier.

Mr. Wagner noted that some unlicensed cars were "project cars" that were being refurbished, and that some people did not have a garage they could store it in. Alderman Travaglini stated that Mr. Wagner's concern sounded like something that could lead to a permit process. Mayor Buckley added that if there was a permit, there could be a time limit. Mr. Wagner stated that he knew of a family that had taken six years to restore a car with excellent results, and he hoped opportunities like that would not be taken away.

Alderman Kopff stated that there were communities that already had ordinances in place for this that could be researched.

Alderwoman Gorman noted that it would be obvious that if a car were harboring vermin, it would not be considered a project car. Mr. Wagner noted that placement on a hard surface could be taken into consideration, and Mayor Buckley noted that the definition of hard surface would then need to be taken into consideration. Alderman Kopff noted that a car being used for storage would probably also have some health risks that the Code might be able to deal with immediately. He stated that he would like to see what other communities have in their Code.

Alderman Travaglini stated that he would like to see consideration of how to implement a permitting process and what criteria would be involved in that. Alderman Scherer stated that it might make people more proactive in reporting their project cars and get more residents to think about unlicensed cars on residential properties. Mayor Buckley expressed concern about a project car being all torn apart on a small lot, and how driveway size and placement would affect this issue. Alderman Kopff stated that there could be regulations as to how far from a property line it could be, and Mayor Buckley answered that a permit would open a whole host of issues, such as what kind of surface it would sit on, if cinder blocks would constitute a hard surface, etc. Alderman Travaglini stated that it should not be easy to have an unlicensed vehicle on your property.

Consensus was that examples from other communities should be reviewed before moving on. More discussion was held as to how the permitting process would take place.

Repeated Violations – Rubbish and Vegetation Nuisances

Mayor Buckley stated that there had been some problems with residents who repeatedly have to be warned and/or cited for excess rubbish or tall weeds on their property, and that she wanted the Board to be aware

that there would probably be an ordinance in the coming weeks to try to tighten up the regulations so staff is not repeatedly dealing with the same problems.

Discussion of Trash Can Placement

Mayor Buckley stated that the regulations for where trash cans could and could not be placed had not been updated when the waste collection provider had changed, and it would need to be updated so there were not quite so many people with visible trash cans in front of their house or on their porch.

Budget Discussion

Mayor Buckley noted that everything that the departments had requested had been included in the draft budget submitted so that the Board could see what was being taken out of the budget. She directed their attention to the summary page and stated that the situation was better than it appeared to be.

Mayor Buckley directed the Board's attention to the General Revenue and explained that the projections were based on historical information and trends that were occurring. Finance Director Danielle Oettle explained that she had detailed out for them what the revenue sources were, how much each was contributing, and how the amounts in the proposed budget had been arrived at.

Alderman Kopff stated that the amount shown in the Sales Tax line in the budget did not include the over $200,000.00 that the City of Shrewsbury contributed to the County-wide sales tax pool, and he wanted to make the Board aware that the actual amount of sales tax collected in Shrewsbury was closer to $1.5 million. He stated that the amount received in 2011 versus 2012 was actually around $80,000 higher, but the City only saw an increase of about $3,000 due to the contribution to the pool. Alderman Kopff stated that the City is putting a rather large amount into the pool, and while the City does use County resources, it also augments the amounts that other municipalities put in. Mayor Buckley noted that at this point, it was a no-win situation, and there are larger municipalities that put in less than they take out. Alderman Kopff noted that there would be an increase in sales tax revenue when the Kenrick Plaza project moves forward, but that would also mean an increase in the amount being contributed to the sales tax pool, and that he wanted to make sure the Board members were aware of it.

Alderwoman Gorman asked what could be done about the sales tax pool system, and Mayor Buckley answered that there were joint committee meetings, that she had met with Senator Keaveny, and that she was discussing the matter with other municipalities. Alderman Kopff stated that he didn't believe most of the residents of Shrewsbury were aware that the City was contributing, and Mayor Buckley noted that she had tried to mention it at larger town hall and Board meetings, but that it was possible that the message got lost in the mix.

Alderman Kauffmann asked Ms. Oettle to confirm that the numbers in the draft budget were actual amounts that the City received, and she answered that they were.

Mayor Buckley stated that she would keep the Board apprised of her discussions with other municipalities on the matter.

Mayor Buckley continued, stating that the amounts shown for licenses and permits had been determined by looking at historical data and trends, and noted that the numbers would be different depending on whether or not the Kenrick Plaza project got underway in 2014. She further noted that the full projected amount could not be considered due to the timing, but that Mr. Greever had looked at the recent Kenrick Seminary project to extrapolate some of the data. She directed any questions to Mr. Greever, but there were none.

Mayor Buckley noted the amount in the ambulance service line, and mentioned that every year the question was raised if the City should continue to charge the insurance company fees, or if it should be raised to the actual fee amount. She stated that the question would be better understood farther along in the budget process.

Mayor Buckley moved on to the Parks Revenue section, noting that there was frustration over the balance between increased cost of pool passes versus the revenue lost due to people not wanting to pay the increased fees. Mr. Buck had suggested raising fees slightly over more areas rather than a larger amount for just one service, and had looked at the prices for services in other municipalities.

Mr. Buck gave the following increases in revenue line item totals: Preschool camp increased to $13,750; Resident Recreation Passes increased to $7,500; Non-Resident Recreation Passes increased to $4,000; Super Rec Passes increased to $29,500; Non-Resident Pool Passes increased to $59,500; Resident Pool Passes increased to $26,500; Meeting Room Rental increased to $29,000; Ballroom Rental increased to $39,500; Swimming Pool Rental increased to $5,000; Multi-Purpose Room Rental increased to $18,500; and Swimming Pool Daily Receipts increased to $15,000.

Mayor Buckley mentioned the Pavilion rentals, and Mr. Buck noted that Shrewsbury was the only municipality in the area that did not charge for pavilion rental, and he was proposing the following fees: for Wehner Park, $15 for residents and $25 for non-residents; for Brinkop Park, $25 for residents and $35 for non-residents; for the Festival site, $35 for residents and $50 for non-residents. He noted that the City currently charges an electric usage fee, but that fee would be included in the rental price. Based on the previous year's rentals, he estimated that it would be an increase of $3,000. Mayor Buckley proposed that the Board not include that amount until the rest of the numbers had been reviewed.

Mr. Buck discussed the other fee increases, noting that the family rec pass for residents would increase from $160 to $170; the individual rec pass would increase from $79 to $80; family rec pass for non-residents would increase from $215 to $230; the super rec pass, which is residents only, would increase from $235 to $250; the resident family pool pass would increase from $160 to $170; non-resident family pool passes would not increase in price, but there would be a maximum of 4 people allowed on it, and each additional person would be $25. The total for these increases would be $25,250.

Mayor Buckley noted that she had asked Mr. Buck to put these numbers together for the budget workshop, and that she would like the City to increase by small amounts more frequently instead of larger increases less frequently.

Mayor Buckley moved on to the Public Works department budget, and noted that seasonal help was an unfilled position that would be removed, cutting $15,000. She also noted that the amount in the repairs line item had been reduced by $1,000.

Mayor Buckley next addressed the Police department budget, noting that there had been some increases for items such as hazmat equipment that needed to be replaced, and that it was a COLEA reaccreditation year, contributing to the increased amount, and that there were some conferences budgeted for that she felt were important to ensuring the Police Officers were well-trained. She stated that $7,500 would be removed from the weapon/ammo line item, as it had been doubled in 2014 in anticipation of it not being included in 2013, but that the department was anticipating adding it in 2013.

Mayor Buckley addressed the Fire department, stating that nothing from the general fund expenditures would be cut, but that there would be items from the capital improvement expenditures.

Mayor Buckley addressed the Administration Department, stating that there had been $7,000 added to designate someone as the Human Resources coordinator, but that would be removed from this budget and addressed in the future.

Mayor Buckley stated that there was nothing extra that would be removed from the Building and Housing, Court, or Public Safety Building general fund expenditures. Chief Keller explained that the $3,500 increase in facility maintenance was due to inspection fees, repairs, and costs associated with the generator at the Public Safety Building.

Mayor Buckley stated that $10,000 would be removed from the Parks & Recreation budget which had been included to pay for two seasonal, part-time staff members one of whom would have been responsible for landscaping and property maintenance around the City Center, Public Safety building, pool, and festival site, and the other whom would have been staffing the City Center building during times when mostly only maintenance people were working. She stated that the Parks department would be working to juggle schedules for larger events so those times were covered.

Mr. Buck explained that registration for dog classes would be done online now, so the expense of that were going down, but that would balance out with the revenue the instructors would be paying to the City now.

Alderman Kauffmann stated that bank card fees were going up, and would be smaller if people would pay for things in cash. Mayor Buckley agreed, but stated that people would not be paying with cash, that cash reduces internal controls, and that paying online with cash was not an option. She also stated that online payments had increased in the court system.

Mayor Buckley stated that a 3% COLA raise had been included, but it would be removed. With that amount removed, the deficit in the general fund became $27,560. She noted that the bond payment would need to be moved over from the capital improvement fund, so the deficit would be higher.

Mayor Buckley stated that there was nothing to be removed from the elected officials department.

Mayor Buckley moved on to the capital improvement fund, noting that the deficit was beginning at $483,000. She stated that the capital improvement plan was still in draft form, and while she wanted it to become a working document to be used in years to come, budgeting for it was difficult and she had received recommendations from Weis as to how to proceed. She stated that it was important that it was all documented.

Mayor Buckley stated that Public Works had requested new vehicles, and that she was recommending that they be taken out. She stated that she was keeping in the hot tar box, which was important for safety. The amount being removed was $58,000.

Mayor Buckley explained that there had been a 12% increase in the insurance costs, and that the renewal period was now on a calendar year, so farther along in the process, they would be able to more accurately budget for that amount. She stated that there was a possibility for adding items back into the budget, but they should not plan for that at this point.

Mayor Buckley stated that Mr. Wagner was going to be getting a better number for the projected cost of repairing the roof on the public works building. Mr. Wagner stated that the roof was original to the building, and it was a heavily patched metal roof that was badly in need of replacing. Mayor Buckley noted that there were some items that would become more expensive to repair or replace the longer they were put off.

Mayor Buckley moved on to the Police department, and stated that they had requested two vehicles, but that she was recommending only one vehicle. She explained that instead of trading in an old car, the old car

would be used by the Fire department, which was also requesting a vehicle that would be used more as an extra to replace a 15-year-old pickup truck. The amount being taken out of the Police department for that vehicle would be $36,209. She also stated that the cabinet and trunk organizer for that vehicle would be cut from the budget and those were $400 each. Mayor Buckley stated that $7,650 for chairs would be cut from the budget. She stated that she hoped that some of the money could be shifted around to replace some of the chairs.

Mayor Buckley stated that since the Fire Department would be using the old Police car, $31,000 would be cut. She stated that $4,000 for chairs was being taken out. She also stated that $9,500 would be removed for pulse oximeters, and Chief Fox explained that the newer versions of the cardiac monitors had pulse oximeters integrated into the system, so they won't be needed.

Mayor Buckley stated that the Parks department requested a car and a gator for $37,000, but she was cutting it out. She explained that the Parks department had a pickup and a van, and that she was hoping to add it back in closer to the end of the process. She stated that the van was used by the Administration department, and while it would be good to have a new vehicle, but the van would still be used for the time being.

Mayor Buckley stated that the dividing curtain for the gym was a good idea, but it would be removed for a savings of $7,500.

Mayor Buckley noted that there was street resurfacing in the capital improvement plan that was included in the budget, and that she wanted to keep it if possible. Ms. Oettle stated that the deficit for the capital improvement plan was reduced to $291,399. Mayor Buckley stated that the previous year, the deficit was $107,000, and that in the interest of keeping that roughly the same, some of the bond should be moved to the general fund, bringing that fund up to a deficit similar to the previous year. Mayor Buckley briefly explained the bond issue, noting that the payment can be moved between the capital improvement fund and the general fund, and that the reserves of the capital improvement fund were significantly lower than the reserves of the general fund. Upon discussion, it was decided that $150,000 would be moved, making the deficit of the general fund would be $177,570 and the deficit of the capital improvement fund would be $141,399. Mayor Buckley asked Ms. Oettle if she thought it would make more sense to shift more money, and Ms. Oettle answered that earmarking funds for the street project would need to wait until the next year, and that the software conversion would make it possible to create more funds, making that easier.

Mayor Buckley stated that there would be better numbers regarding benefits later, making it easier to really understand what needed to be cut and what could be left it. She stated that she thought everything that had been taken out would probably be left out.

Chief Fox stated that if the City were to start billing residents the actual cost of the ambulance service instead of the price that insurance charged, it would be an approximately $17,000 increase in revenue. He also mentioned that not many municipalities do that. Mayor Buckley stated that she did not want to start doing that, but it was a possibility that could be considered.

Mayor Buckley stated that the Board members would receive an update before the next work session on October 22, 2013.

Adjourn

Alderman Kopff made a motion to adjourn. Alderwoman Gorman seconded the motion, and it passed unanimously. The work session adjourned at 8:00 p.m.

Respectfully submitted,

Carly West,
City Clerk

ATTEST:

Felicity Buckley,
Mayor