

CITY OF SHREWSBURY
BOARD OF ALDERMEN
REGULAR MEETING OF THE BOARD OF ALDERMEN
June 12th, 2012

A Regular Meeting of the Board of Aldermen of the City of Shrewsbury, Missouri was held at 7:00 p.m. this 12th day of June, 2012 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.....	Elmer Kauffmann
Alderwoman.....	Chris Gorman
Alderman.....	Sam Scherer
Alderman.....	Ed Kopff
Alderwoman.....	Dee Wiecher

There were not present:

Alderman.....	Mike Travaglini
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There were also present:

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

Roll Call

Mayor Buckley opened the meeting and Director Greever commenced with the roll call. A quorum was present.

Public Hearing to Consider the Issuance of a Special Use Permit (Pizza World at 7504 Murdoch)

Mayor Buckley opened the public hearing on the issuance of a special use permit to allow Pizza World to move to 7504 Murdoch. Mayor Buckley asked if there was any discussion from the public. There being no discussion, the Mayor closed the Public Hearing.

Public Hearing to Consider 2013 CDBG Allocation

Mayor Buckley opened the public hearing to consider the 2013 CDBG allocation. She explained that the City was again eligible to receive up to \$20,000 in CDBG funds, from which the City had previously allocated \$15,000 for the City's street repair projects and \$5,000 for the Home Improvement Program (HIP). Mayor Buckley stated that Alderman Kauffmann had previously asked for clarification regarding how unappropriated HIP funds were handled. She stated that the County had confirmed that any unused HIP funds would still be the City's to appropriate and would therefore not be forfeited. Mayor Buckley asked if there was any discussion from the public. There being no discussion, the Mayor closed the Public Hearing.

Approval of Minutes

Mayor Buckley announced that the next item on the agenda was the approval of minutes of the April 24th, 2012 Board of Aldermen work session. There being no discussion, a motion was made by Alderwoman Gorman to pass the minutes of April 24th, 2012 as submitted. Alderman Scherer seconded the motion and it was unanimously approved.

Mayor Buckley announced that the next item on the agenda was the approval of minutes of the May 8th, 2012 Board of Aldermen regular meeting. There being no discussion a motion was made by Alderman Kauffmann to pass the minutes of May 8th, 2012 as submitted. Alderman Scherer seconded the motion and it was unanimously approved.

Mayor Buckley announced that the next item on the agenda was the approval of minutes of the April 12th, 2012 Plan Commission meeting. There being no discussion a motion was made by Alderman Kauffmann to pass the minutes of April 12th, 2012 as submitted. Alderman Scherer seconded the motion and it was unanimously approved.

Mayor Buckley announced that the next item on the agenda was the approval of minutes of the May 3rd, 2012 Plan Commission meeting. There being no discussion a motion was made by Alderman Kauffmann to pass the minutes of May 3rd, 2012 as submitted. Alderman Scherer seconded the motion and it was unanimously approved.

Bills to be Approved

Mayor Buckley introduced the bills requiring approval and quickly overviewed them. She opened the floor for discussion. There being no further discussion on the bills, Alderman Scherer made a motion to approve the bills submitted for payment. Alderwoman Gorman seconded the motion and it was unanimously approved.

Hear Citizens

None

City of Shrewsbury 2011 Financial Audit presentation: Rubin Brown

Mayor Buckley announced that the next item on the agenda was the City of Shrewsbury's 2011 financial audit presentation by Rubin Brown. Mr. Jeff Winter, a partner with Rubin Brown, took the floor and provided a brief introduction of himself and fellow partner Craig White. He then thanked the City's management team for their cooperation and assistance during their first audit of the City. Mr. Brown informed the Board that there would be no discussion of the actual financial statement, but instead a presentation of the business performance analysis that summarizes the results of the audit. After providing a detailed overview of this presentation he stated that the City was in a positive financial position with strong operating results due to revenues and expenditures being favorable to budget as well as strengthening controls over the handling of cash. Mr. Craig White then took the floor and provided an overview of the deficiencies in the City's internal control processes. He began with stating that the City did not maintain internal resources to prepare a complete set of financial statements, specifically relating to footnotes in accordance with generally accepted accounting principles. Mr. Winter further stated that it had been recommended that management continue to familiarize themselves with the proper reporting and disclosure requirements for government entities, in order for management to apply sufficient control over the financial statement preparation and reporting process. Mr. White next recommended that the City's internal control process which allowed each department the ability to post and make adjustments to cash receipts in the general ledger system, be

restricted to the Finance Department. He also recommended that the process of department heads having the ability to add vendors, approve invoices, and enter invoices for payment be again only exclusive to the finance department. Mr. White concluded his list of the City's internal control deficiencies by stating that the process for initiating, approving, and completing ACH transactions and wires did not have a second approver, and as a result, they were recommending that the control require that ACH vendor arrangements be initiated by the Finance Director and approved by an appropriate official other than the ACH initiator. Mr. White concluded the audit presentation by informing the Board of other opportunities, new accounting pronouncements, statistical comparisons, and descriptions of ratios.

Police Awards Ceremony

Mayor Buckley stated that the next item on the agenda was the police awards ceremony. Police Chief Jeff Keller took the floor and thanked the Mayor and the Board for the opportunity to recognize the exceptional performance of two of the City's police officers. He informed the Board that Lieutenant Lisa Vargas, who nominated each of the officers for their respective awards, would be assisting him with the presentation. Lieutenant Lisa Vargas took the floor and stated that first award being presented to Officer Tomey Foltz was a Meritorious Service Citation for arriving on a scene ahead of paramedics and initiating lifesaving CPR on an unresponsive woman. Lieutenant Vargas next presented to Officer Greg Haug the department's highest honor the Chief's Commendation for Valor for his removal and successful reviving of an unconscious driver from a burning vehicle.

Determination of 2013 CDBG Allocation

Mayor Buckley announced that the next item on the agenda was the determination of 2013 CDBG (Community Development Block Grant) funds allocation. She asked if there was any discussion. There being no discussion on the CDBG funds allocation, a motion was made by Alderwoman Wiecher to allocate \$15,000 to the CDGB fund for eligible street improvement work and \$5,000 to the HIP fund. Alderman Kauffmann seconded the motion and it was unanimously approved.

Ordinances

(Bill No. 2672)

Mayor Buckley introduced Bill No. 2672, a bill granting a special use permit to Jack's Group, LLC D/B/A Pizza World for the operation of a pizza franchise restaurant located at 7504 Murdoch Avenue in the City of Shrewsbury; further providing for certain conditions in connection with said special use permit and further providing penalties for the violation of said conditions and all other laws and ordinances of the City of Shrewsbury, Missouri. Mayor Buckley asked if there was any discussion. Upon no further 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. Mayor Buckley opened the Bill for discussion. 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 second and final time. Alderman Kauffmann made a motion that Bill No. 2672 be adopted to become Ordinance No. 2665. Alderman Scherer seconded the motion and upon roll call, the following vote was recorded. Alderman Kauffmann, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; and Alderwoman Wiecher, "Aye".

There being a majority of votes in favor, the Mayor declared the motion passed and that Bill No. 2672 was adopted as Ordinance No. 2665.

(Bill No. 2673)

Mayor Buckley introduced Bill No. 2673, a bill amending the fiscal year 2012 budget of the City of Shrewsbury, Missouri, appropriating from the revenue and reserves of the City funds therefore and providing for adjustments thereof. Mayor Buckley asked if there was any discussion. Upon no further discussion, a motion was made by Alderman Scherer, 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 first time. Mayor Buckley opened the Bill for discussion. There being no discussion, a motion was made by Alderman Scherer, 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 Scherer made a motion that Bill No. 2673 be adopted to become Ordinance No. 2666. Alderwoman Gorman seconded the motion and upon roll call, the following vote was recorded. Alderman Kauffmann, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; and Alderwoman Wiecher, "Aye".

There being a majority of votes in favor, the Mayor declared the motion passed and that Bill No. 2673 was adopted as Ordinance No. 2666.

Old Business

None

New Business

Alderwoman Wiecher voiced a concern that the Board needed to have a better understanding of each Board member's availability throughout the summer months.

Mayor Buckley agreed and asked all Board members to come prepared with this information at the next work session.

Department Head Reports

Street Superintendent Tony Wagner informed the Board that he had incurred an unanticipated tractor repair expense, but was still expecting to remain on target with his overall budget by end of year.

Fire Chief Bill Fox stated that the fire department will be receiving earlier than expected new radios to operate on the same network as St. Louis City and other bordering fire stations. He further stated that since these new radios were part of the bond relating to emergency sirens and fire/police radios, they would be furnished at no cost to the City. Fire Chief Fox concluded by informing the Board that he had recently conducted the Map Your Neighborhood training in which 13 residents attended.

Police Jeff Keller stated that the police department was recently audited with respect to its classification of crime reports and received an exceptional rating.

Parks Director Chris Buck informed the Board that the line item revenue generated from non-resident swim pool passes was up by \$10,000.00.

Finance Director Danielle Oettle stated that a few of the recommendations for the 2011 fiscal year audit had been implemented such as reviewing payroll registers after checks are processed.

Closed Session

Alderman Kauffmann made a motion to enter into a closed session following the Board of Aldermen regular meeting. Such closed meeting, he continued, with closed vote and closed record would take place in the

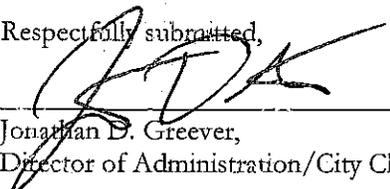
aldermanic conference room and said meeting, vote, and records would be closed pursuant to RSMo 610.021 (12). Alderman Scherer seconded the motion and the following roll call vote was recorded. Alderman Kauffmann, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; Alderwoman Wiecher, "Aye".

There being a majority of votes in favor, the Mayor declared the motion passed and stated that the board would enter into a closed session.

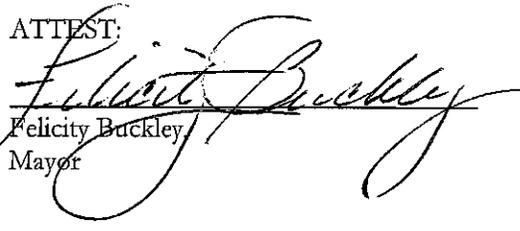
Adjournment:

Alderman Kauffmann made a motion to adjourn the regular meeting. Alderman Scherer seconded the motion and it was unanimously passed. The regular meeting adjourned at 7:45p.m.

Respectfully submitted,


Jonathan D. Greever,
Director of Administration/City Clerk

ATTEST:


Felicity Buckley
Mayor