

**City of Bel-Ridge
Tentative Board Meeting Minutes
For
Tuesday, January 9th, 2018
6:00pm**

Mayor White wished everyone a Happy New Year.

Mayor White called the board meeting to order on Tuesday, January 9th, 2018 at 6:16 p.m. The Pledge of Allegiance was recited. The roll was called by the Deputy Clerk.

ATTENDANCE OF THE MEETING AS FOLLOWS:

Alderman Abernathy	-	Present	Alderman Nelson	-	Present
Alderman Brown	-	Present	Alderman Ruff	-	Present
Alderman Mans	-	Absent	Alderman Russell	-	Present
Mayor White	-	Present			

Also present was the City Attorney, Ken Heinz.

Mayor White started the meeting requesting a moment of silence for the loss of Alderman Russell's brother and Alderman Man's mother.

NEW BUSINESS

DISCUSSION OF DEMOLITION BID

Mayor White informed the Board of the bid being opened last week and only two (2) contractors' bids were submitted. The city is having some issues with the contractor that won the bid, so the bid is on hold until there is more understanding of what is going on and if the contractor can get all paperwork in order. There may be a need to go after a new bid.

DISCUSSION OF BID NEEDED TO CLEAN UP THE DEBRIS DUMPED IN PUBLIC WORKS

Mayor White is asking the Board for suggestions on going out for bids on the debris that was dumped years ago in the Public Works area. The debris is dirt, clay

pipe, trash and basically items that come from digging up a street. We need a couple of companies to come out and tell us what is actually in the pile of debris. It's running into our fresh water creek that is in the park. To the Mayor's understanding it was put there by a former employee of the City.

The question was asked are we going to look into making that person responsible for the clean-up. Mayor White responded that she is looking into that as we speak. They were in violation of the Clean Water Act when it was dumped there.

DISCUSSION ON SELECTING AND APPOINTING NEW MEMBERS FOR THE BOARD OF ADJUSTMENTS

Mayor White informed the Board that the Board of Adjustments is now at two (2) people and one is an alternate. She has been looking for residents who might want to sit on the Board of Adjustments for this coming year. She has gathered five (5) people, which is the required number and as it stands the members of the Board of Adjustment will be as follows:

1. Mr. William Walker - Returning member
2. Ms. Hatsephi Kushma - Returning member
3. Mr. Joe Gutknecht - Returning member
4. Ms. Janice Ausby - New member
5. Mr. Eric Hulseby - New member

Mayor White asked the Deputy Clerk to send out an invite as to when the Board of Adjustment can meet.

A motion was made by Alderman Russell and seconded by Alderman Brown to approve the two (2) new members of the Board of Adjustment and approve the Board of Adjustment. A voice vote was taken and all were in favor. **Motion passed.**

DISCUSSION OF MAKING THE FRONT OF THE CITY HALL HANDICAP ACCESSIBLE

Mayor White informed the Board that since her mishap, it was brought to her attention that the front of the City Hall is really not handicap accessible. When the weather breaks the Mayor will look into getting bids from contractors to make the front entrance on the right side of the building handicap accessible, by taking out a slab of concrete and making it a ramp. The funding would come from Capital Improvement. The Board agreed to approve.

DISCUSSION OF MEMORANDUM FOR CITY FUNDED TRAINING OR EVENTS

Mayor White read the form and informed the Board that the form was to be signed by the Board. The policy states that if employees signed up for an event or class and is unable to attend the employee has to pay the City back if the City paid for the event or training.

A motion was made by Alderman Russell and seconded by Alderman Nelson to approve the policy on seminar, training or classes (Reimbursement Form). A voice vote was taken and all were in favor. **Motion passed.**

APPROVAL OF CITY ADVERTISEMENT – FOR CITY CLERK POSITION

Mayor White informed the Board that the City Clerk needed to be filled and the qualification of a City Clerk and the actual posting was discussed by the Board. Mayor White is also working on new job descriptions for all City employees. Mayor White stated that she needed to change the word elected to appointed, but wanted to know if there were any questions from the Board. Mayor White will be posting it on the Municipal League Website, the Missouri City Clerk Website and in the St. Louis American.

Attorney Heinz suggested that it be posted in the St. Louis County Clerk Association.

Alderman Russell wanted to know how long the ad would stay opened. Mayor White responded until it is filled.

A motion was made by Alderman Russell and seconded by Alderman Nelson to put out the job posting for City Clerk. A voice vote was taken and all were in favor. **Motion passed.**

DISCUSSION OF UPDATED PERSONNEL MANUAL

Mayor White is asking the Board to read through the manual, but put it on hold because we have a HR contact person now that is working on the handbook. Mayor White and the HR contact have been going through the book and the revised version is much better, but there are still a lot of gaps to be filled. The new handbook should be ready by March. Mayor White went on to say that the

only thing that seems to be in place right now is the holiday section. And the word Village needs to change to City.

A motion was made by Alderman Brown and seconded by Alderman Ruff to put the personnel manual on hold till no later than March 2018. A voice vote was taken and all were in favor. **Motion passed.**

BILL 1343 – AN ORDINANCE AUTHORIZING A CONTRACT BETWEEN THE CITY OF BEL-RIDGE AND TRUSTEE FOR ST. LOUIS COUNTY

Mayor White gave some background on Bill 1343. Two (2) properties were added.

A motion was made by Alderman Ruff and seconded by Alderman Russell for the first read of Bill 1343 by caption only. A voice vote was taken and all were in favor. Bill 1343 was read by caption only by City Attorney, Ken Heinz.

A motion was made by Alderman Ruff and seconded by Alderman Russell for the second reading of Bill 1343 by caption only. A voice vote was taken and all were in favor. Motion Passed. Bill 1343 was read a second time by caption only by City Attorney, Ken Heinz.

A motion was made by Alderman Russell and seconded by Alderman Ruff to adopt Bill 1343. A roll call vote was taken as follows:

Abernathy	-	aye
Brown	-	aye
Mans	-	absent
Nelson	-	aye
Ruff	-	aye
Russell	-	aye

5 ayes, 0 nays, 1 absent

Motion passed. Bill 1343 becomes Ordinance 2018-1

BILL 1344 BEL-RIDGE HOMESTEAD PROGRAM

Mayor White gave some background on Bill 1344. There are still a few things that need to be done to the bill. This is the first time home buyers/owner program for the City of Bel-Ridge. It gives individuals the opportunity to purchase City owned property and there will be certain rules and guidelines that will have to be followed. This will be a bid process once everything is put together.

Mayor White informs the Board that there are some changes needed:

Section 6, Requirements. The first paragraph will be amended to read Any applicant under this ordinance by making such application shall agree to bring the parcel and building up to the standards required by the building code and other ordinances within one (1) year after conditional deed hereinafter referred to has been issued.

Section 8, Occupation of premises. The sentence "only if structure is sound and inspected and given authority by the Building Commissioner" will be added.

Section 9, Resale. This section will be removed also. Instead of removing this section the Board decided to amend it to read premises subject to this ordinance may not be sold or transferred for a period of three (3) years and until they have been brought up to the standards required.

Section 10, Conditional Deed. The last sentence will be amended to read; such conditional deed shall not be recorded with the recorder of deeds and may be revoked by the Board of Alderman for any violation of the terms of this ordinance.

Note: Homestead Board will be changed to Board of Alderman, in each section.

Section 11, Taxes. This section should be deleted due to there will be no taxes owed, during the time of purchase.

This plan is open to everyone but Mayor White wants to add a background check to the plan to make sure that they are not buying a home somewhere else.

A motion was made by Alderman Brown and seconded by Alderman Russell to table Bill 1344. A voice vote was taken and all were in favor. **Motion passed.**

DISCUSSION OF CLOSING COURT WINDOW TWO HOURS PRIOR TO COURT

Mayor White informed the Board that Judge Ezell requested that only on court nights that the court window in the City Hall close two (2) hours early, so that the docket can be prepare and the ladies can get things ready for court. There are sometimes people coming to the window up until the last minute which may

cause a delay. The Board is requesting that Judge Ezell appear so that they can get a better understanding of what is being asked.

A motion was made by Alderman Russell and seconded by Alderman Nelson to table the request to close the court window two (2) hours early on court days. A voice vote was taken and all were in favor. **Motion passed.**

Mayor White will inform Judge Ezell that she has to appear before the Board in February, 2018

COMMITTEE REPORTS

COMMUNITY RELATIONS – MS. MANS

Nothing to report due to Ms. Mans absence.

HEALTH & SAFETY – MS. RUSSELL

Ms. Russell informed the Board that residents have been expressing how pleased they are with the removal of the trees and tree companies in the area. Residents are also happy in regards to the new lighting in the City. Mayor White mentions that there will be more lighting changes to come, in the City.

CODE ENFORCEMENT – MR. WINSTON

Mayor White informed the Board that Mr. Winston was absent due health issues.

POLICE DEPARTMENT – CAPTAIN THIEMANN

Capt. Thiemann spoke on the crime stats for the 2017 year. In the City of Bel-Ridge Thursday's at 3pm seem to be the busiest time for the Police Department.

Alderman Russell mentions to Capt. Thiemann that a resident came to her in regards to a burglary at her home, in December on Welsburg, Kendale and Old Hanley Road.

Capt. Thiemann informed the Board that there were ten (10) calls for burglary and six (6) reports. One of those was a burglary in progress where Sgt. Fisher, Officer Pacheco, Officer Kick with the assistance of Det. Magers, Bel-Nor and St. Louis County apprehended three (3) suspects. This case is now at the County Prosecutor office.

PUBLIC WORKS – MR. BROWN

Mr. Brown informed the Board that the Public Works dept. has been working on organizing their building. Mr. Brown is also trying to get a list together regarding pot-holes and asked residents to let him know of any known pot-holes in the City. Mr. Brown asked that resident call City Hall and give the information to Deputy Clerk, Jackie Jones.

PARKS – MS. ABERNATHY

Nothing to report

RECREATION – BOARD OF ALDERMAN

Nothing to report

ACCOUNTING & AUDITOR REPORT – MS WHITE

Mayor White informed the residents that the City of Bel-Ridge passed it's budget for 2018 in 2017 it is balanced and there are funds for different programs. Mayor White applauded the accounting and auditor companies for working so hard to get everything in order.

Mayor White has noticed several things during the process of her extended duties. She found an account that the City has been paying \$30.00 to for the past five (5) years and inquired about the account. The company says that the account has been dormant for five (5) years. The City has paid \$1700.00 to this company. Mayor White has closed the account.

Also when the City switched from ADP to Paychex the clerk did not send the final report and close out that account in November 2017 so they are still charging us for December 2017 and January 2018. The City owes them \$600.00 but they have not been doing anything for the City since November 15, 2017. She is also working with Paychex to get the handbook up to code.

Mayor White went on to say that Lt. Harris got some quotes for the City to get the carpets clean, at the City Hall. The carpet has not been cleaned since it has been installed, nor has the floors been waxed. There should be some bids in the packet for next month on these issues.

Mayor White went on to say that the City's status has not been updated. We have been a City for going on three (3) years and nothing has been done in regards to our vendors, the Secretary of State, the bank or St. Louis County, but she plans to have it in place by the next week. There is a lot of information that needs to be collected.

On the other hand Mayor White mentioned that Ramona has two (2) new lights, East Edgar has four (4), Hammond has three (3) new lights, and Thelma has two (2) new lights and has to more coming. Leeward, Maybelle, Higginson and Trumbel all have a new light. There are more to come for Wales, Athens, Chorman, Thelma and Elsworth.

The dangerous and hazardous tree removal is in full swing. By the end of the week they should be done with all of Bel-Ridge. In the spring Mayor White is looking for volunteers to help her plant new trees that will be donated from Forest Releaf America.

Mayor White gave some background on the list of Plumbers that she received from her 24:1 meeting. Most cities provide a list for their residents who need sewer work done.

A motion was made by Alderman Russell and seconded by Alderman Nelson to adopt the certified plumbers list as part of the sewer lateral program. A voice vote was taken and all were in favor. **Motion passed.**

Mayor White has received two proposals for the street repair on Loganberry and is waiting for one more.

The new time clock has been installed and all employees are now programmed in the clock. Mr. Herndon is installing the new faucet in the employee break room and the Mayor welcome Mr. Herndon back.

Mayor White informed the Board that she would like to implement the Employee of the Month program possibly starting in February 2018. Anyone can nominate one of the employees. There will be a checklist in regards to the employee that is being nominated. The Board will make the final selections. A picture will be taken, their name added to a plaque, a certificate and some type of gift from the Board.

Mayor White informed the resident that the City Hall would be closed that Monday on behalf of Martin Luther King Day. And the City has been invited to celebrate the holiday with the City of Pine Lawn.

W-2 will be available next week. The Community Service Program is going well. The city currently has two (2) participants.

Mayor White responds to Alderman Russell's question regarding the First Time Home Buyers Program. Mayor White suggested that the proceeds from the sale of these properties, she would like to see a large percentage of the proceeds go into the home owner tree removal program, to assist home owners in the removal of hazardous or dead tree from their property. Right now the City does not have the funding to do so.

CITY ATTORNEY – KEN HEINZ

Mr. Heinz informed the Board that we just got a proposal from General Code Co. to supplement the code for around \$1500.00 for the pass year. Mayor White mentions that the company would like to know how often the City would like to update the code, yearly or every six (6) months. The Deputy Clerk informed the Board that there is no difference in price.

A motion was made by Alderman Russell and seconded by Alderman Brown to eaccept the semi-annual update of the code book. A voice vote was taken and all were in favor. **Motion passed.**

MAYOR – MS. WHITE

Nothing else from the Mayor.

OPEN TO THE PUBLIC

Mr. Donald Jones, resident of 8913 Ramona Ave., informed the Board that we should try more to get the residents of Bel-Ridge to come together instead of trying to make things harder for them. Mr. Jones stated that one of the residents that has been here since 1977 died on Ramona. His name was Edward Raymond. Mr. Jones feels that transparency is being used as something to hide behind instead of see through. People should know who is on what committee, and who

is doing something for the Village. Mr. Jones wanted to inform the residents that during the Planning & Zoning meeting earlier that day he had resigned.

Alderman Brown asked Mr. Jones - is there not enough transparency? The Mayor just laid out several instance of what she had discovered while working in the office. We can get no more transparent than that? Mr. Jones responed he would not even say not enough.

Glenn Tope, resident of 8822 Natural Bridge, stated that he has the same concerns as Mr. Jones. He would like to go back over the Mayor's pay raise meeting from August 24th, 2017. Mr. Tope feels that a lot of things do not add up. Mr. Tope wanted to know how often Mr. Heinz takes meeting minutes, within the last year. Is this the only time Mr. Heinz's has taken meeting minutes? Why was the last thing on the minutes the Board going into closed session? Mr. Tope says the meeting minutes showed up when requested by the Attorney General office. Why was the clerk asked to go home at that meeting? Why was the Mayor in another room? What does that mean? You cannot have a closed meeting to discuss the Mayor's salary. What is in the bank account of the City? Mr. Tope went on to say that the investigation of Mr. Gaffney's occupancy permit, another resident of the City, would mysteriously appear. And wanted the Board to ask Mr. Gaffney for his state issued ID. Mr. Tope feels that it is time for a change.

Alderman Brown responded that the Board asked the Mayor to leave.

Mayor White response to Mr. Tope's questions by saying the Board met in the backroom for their close session and she was sitting in the vestibule until the Board called her into the meeting. Once Mr. Tope received his Sunshine request that information was given. Mayor White went on to say that Mr. Heinz has taken meeting minutes a couple of time before this meeting when the City Clerk was not available. It was approved by the Board that Mr. Heinz could take minutes. And no one has received any word back from the Attorney General's office.

Alderman Ruff mentions that the Mayors pay was due to a duty extension.

Mayor White informed the Board that Mr. Tope has a problem with her being appointed by the govern body when he was in office acting as a City Manager while he was not even appointed.

Alderman Russell asked Mr. Tope what is the difference. It was ok for you when you were in office but it is not ok for Mayor White. Mr. Tope responded by saying Alderman Russell has proven her ignorance because what she said did not happen. And his character is being slandered. Alderman Russell reminded Mr. Tope that he called her ignorant and is out of order. Mr. Tope was asked to leave the meeting due to his rude comment. But Alderman Ruff started asking Mr. Tope questions in regard to his rude comment and disagreement with the Mayor's extended duties.

Alderman Brown says that he was sworn into office in April. There was a meeting in the rear. We asked the Mayor to leave. And we decided on her salary. And the extension is to last until April 2018. The City Hall was in chaos, everything was a mess and we needed someone to be here to get this thing together and we could not do it from the outside. Mr. Brown went on to say that you cannot do things on the outside if your house is not in order. And actually we talked the Mayor into doing it. We set the salary, we voted and Mr. Heinz took the notes. There was nothing underhanded going on. No one got any money; no one put anything in the Mayor's pocket period. When you play with the money, Alderman Brown states that is when he has a problem, but that is not going on.

Mr. Tope tells Alderman Brown that he appreciates an honest answer, but it is still illegal.

Mr. Jones was yelling out in the meeting and was asked to leave the Board meeting.

Mayor White informed Mr. Tope that it is constitutional that if in the middle of your term you have to take on more duties, the Board can vote to compensate you for it.

Ms. Marilyn Martin of 8728 Marcella Ave. wanted to speak on child safety but left the meeting.

Mrs. Dorothy Price-Nick of 9132 Loganberry wished everyone a Happy New Years. Mrs. Price-Nick informed the Board that she was trustee in the Village from 2009 to 2011. When she was there Mr. Heinz was serving as City Attorney, and she

went to court dealing with Mr. Tope because he said he was City Manager and did not get paid. During the deposition they said he was never to be a City Manager because he never applied for the position. So when he starts arguing about what others are doing we are no longer a Village we are a City and we should all try to comply with rules that govern us as a City.

Mrs. Price-Nick thinks it is sad that Mr. Tope comes and wants to create so much chaos and he ran this City for 18+ years and we are correcting things that were laws or already on the books and she feels personally that Mr. Tope is trying to manipulate everyone so he can do what he wants to with his business and make an eyesore on Natural Bridge with all his equipment. Mrs. Price-Nick feels that if she had done that she would be fined and her vehicles would be towed. She says that this is so sad that we have to set here in the Board meeting and listen to him being so rude because once he spoken he should have sat down and just let the Board answer his questions. He is just rude towards the Board.

Mr. Tope wanted to respond but was informed that he had already spoken. Alderman Ruff asked Mr. Tope what was it he wanted to say. Mr. Tope respond, that he wanted to put what Mrs. Price-Nick said as lies and the truth is downstairs in the meeting minutes. Alderman Ruff said point taken.

Mayor White informed Mr. Tope that as of Monday there was 632,408.00 in the City's checking account/general fund. To answer his question from the December 18th, 2017 budget meeting.

ACKNOWLEDGEMENT OF PAID DECEMBER 2017 BILLS

Mayor White informs the Board that the Bills are in a new format that the accountants are working on. It is a QuickBooks program.

A motion was made by Alderman Russell and seconded by Alderman Nelson to pass the December 2017 paid bills. A voice vote was taken and all were in favor.
Motion passed.

APPROVAL OF DEC. 5TH 2017 MINUTES AND BUDGET MEETING MUNITES FROM DEC. 19TH AND 28TH, 2017

December 5th, 2017

Mr. Heinz had a few minor corrections to the minutes.

A motion was made by Alderman Russell and seconded by Alderman Brown to approve the December 5th, 2017 Board meeting minutes pending corrections. A voice vote was taken and all were in favor. **Motion passed.**

December 19th, 2017

Mayor White informed the clerk of corrections needed on the December 19th, 2017 minutes.

A motion was made by Alderman Russell and seconded by Alderman Nelson to accept the December 19th, 2017 Budget meeting minutes pending corrections. A voice vote was taken and all were in favor. **Motion passed.**

December 28th, 2017

Attorney Ken Heinz informed the clerk of corrections needed on December 28th, 2017 minutes.

Mayor White informed the Board that she spoke with the accountant who is going to make sure to correct the TIF fund account to pay back the City's general fund for attorney and accounting payments and one other company that should have come from the TIF.

A motion was made by Alderman Russell and seconded by Alderman Brown to accept the December 28th, 2017 Budget meeting minutes pending corrections. A voice vote was taken and all were in favor. **Motion passed.**

Mr. Heinz mentions that the Deputy Clerk, Jackie Jones, is doing a good job at stepping in and approving the minutes. There is a big improvement. Mayor White thanked her for what she does.

JUNE 6TH MEETING MINUTES

Mr. Heinz informed the Board that the minutes did not specifically say that there was a motion to go into closed session for personnel issues. Mr. Heinz suggest that we amended the minutes to reflect "for personnel issues"

Alderman Russell informs the Board that on the agenda at the bottom it says the Board of Trustees may hold a closed meeting for the purpose of dealing with matters relating to one or more of the following and it list that.

Attorney Heinz withdraws his recommendation. And the Mayor said if we get a Sunshine request we need to add this to it.

Ms. Russell asked does the small print need to be read before going into closed session after the meetings. Mr. Heinz does not feel that it has to be read.

MOTION TO ADJOURN, CLOSE OPEN SESSION AND GO INTO CLOSED SESSION FOR PERSONNEL ISSUES AND OR LEGAL PURPOSES

A motion was made by Alderman Russell and seconded by Alderman Nelson to adjourn the open session and go into close session for personnel issues matter. A roll call vote is as follows:

Abernathy	-	aye
Brown	-	aye
Mans	-	absent
Nelson	-	aye
Ruff	-	aye
Russell	-	aye

5 ayes, 0 nays, 1 absent

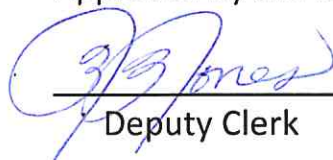
Motion passed. Time is 7:51pm

Mayor White thanked the Planning & Zoning commissioners for work so hard to develop a comprehensive plan for the future of the City.

The Board took a 5 min recess before the closed session.

Meeting minutes taken and transcribe by Deputy Clerk, Jacqueline Jones.

Approved by the Board of Alderman on February 6th, 2018



Deputy Clerk