



DRAFT MINUTES

Board of Aldermen

Meeting Minutes

October 8, 2018 at 7:00 p.m.
City of Ballwin – 300 Park Dr

THE MINUTES ARE PREPARED IN SUMMARY TO REFLECT THE OVERALL DISCUSSIONS, NOT VERBATIM QUOTES.

The meeting was called to order by Mayor Tim Pogue at 7:00 p.m.

ROLL CALL

PRESENT

Mayor Tim Pogue
Alderman James Terbrock
Alderman Michael Finley
Alderman Kevin M. Roach

Alderman Frank Fleming

Alderman Ross Bullington
Alderman Raymond Kerlagon
City Administrator Eric Hanson
City Attorney Robert E. Jones

ABSENT

Alderman Mark Stallmann

Alderman Jim Leahy

The Pledge of Allegiance was given.

MINUTES

The Minutes of the from the September 24, 2018, Budget Meeting were submitted for approval. **A motion was made** by Aldermans Fleming and seconded by Alderman Kerlagon to approve the minutes from the September 24, 2018, Budget meeting as submitted. A voice vote was taken with a unanimous affirmative result and the motion passed.

The Minutes of the from the September 24, 2018, Board of Aldermen meeting were submitted for approval.

A motion was made by Alderman Finley and seconded by Alderman Roach to amend alderman Finley's statement in the minutes under Aldermanic comments from "Alderman Finley stated that the list does need to be updated but that he thought some parameters should be decided or be done on a case by case basis" to "Alderman Finley stated the list does need to be updated but that he was considering whether if some other parameters should be decided." A voice vote was taken with a unanimous affirmative result and the motion passed.

A motion was made by Alderman Fleming and seconded by Alderman Finley to approve the minutes from the September 24, 2018, Board of Aldermen meeting as amended. A voice vote was taken with a unanimous affirmative result and the motion passed.

PRESENTATION

2019 Budget Presentation: Revenue and Special Revenue Funds

Finance Officer Denise Keller began her presentation to the Board with an overview of the Operating Budget Revenue. She stated much of the increase in the revenue budget, as compared to previous years, is due to the Public Safety tax the City collects.

She stated this year has provided a positive trend with sales tax, as compared to last year at this time; but, Ms. Keller cautioned that over the past five years, the overall trend points to the flattening of sales tax revenue. Furthermore, a number of concerns remain with regards to online sales, the continued decline of larger retail businesses, and the overall economic fluctuation.

In addition to discussing the overall revenue forecast for 2019 and the outlook for sales tax revenue in the coming year, Finance Officer Keller provided updated chart and data on the other revenue producing operations within the City including: golf operations, The Pointe, North Pointe, municipal court, and gross utility tax collections. Overall, non-sales tax revenues account for fifty-four percent of all revenues received by the City each year.

Finance Officer Keller concluded her presentation by reviewing the various Intergovernmental funds. When taking into account all sources of projected revenue, the current draft budget reflects a net surplus of funds after accounting for the projected expenses shared at the previous budget work session.

LEGISLATION

RESOLUTION A RESOLUTION ACKNOWLEDGING THAT THE CITY OF BALLWIN IS RESPONSIBLE FOR RESTORATION OF A BIOSWALE SERVING THE NEW CITY HALL.

A motion was made by Alderman Fleming and seconded by Alderman Bullington to approve the Resolution acknowledging that the City of Ballwin is responsible for restoration of a bioswale serving the new city hall. A voice vote was taken with a unanimous affirmative result and the resolution passed.

MAYOR'S REPORT

Mayor Pogue announced that he attended the Municipal League Meeting in Twin Oaks. He stated Republic Services provided a presentation about recycling. He stated the next meeting will be in Florissant.

CITY ADMINISTRATOR'S REPORT

City Administrator Hanson stated there was a meeting held this afternoon regarding the installation of the street lights along Manchester Road. He stated the work should begin in two weeks and will begin in Ballwin. The company anticipates they will be able to install 5 lights a night; which will take two to two and one half days to complete.

POLICY MANUAL UPDATE

City Administrator Hanson asked that the Board approve the honorary list by adding retiring employees or Board members as they come, for recognition purposes, instead of adding general parameters for individuals to be added to the list. He further stated that placing specific parameters may result in future unintended conflicts.

Alderman Finley asked if there was a list of former aldermen who served ten or more years. He was informed that there was a list and that it would be provided to him.

Alderman Fleming stated that he suggested, back in 2015, a change to the policy manual, he asked that the ten year golf benefit match the current golf benefit, so a guest may be included. He asked to include the following sentence at the end of the paragraph, "Upon completion of 10 years in elected office, this shall become permanent." He asked that the last line be eliminated.

A motion was made by Alderman Fleming and seconded by Alderman Finley to amend the golf benefit policy to include the following sentence at the end of the paragraph, "Upon completion of 10 years in elected office, this shall become permanent." The last line should be eliminated. A voice vote was taken with a unanimous affirmative result and the motion passed.

A motion was made by Alderman Roach and seconded by Alderman Fleming to amend the policy manual as redlined by staff and accept the changes as policy. A voice vote was taken with a unanimous affirmative result and the motion passed.

A motion was made by Alderman Terbrock and seconded by Alderman Finley to add the names to the golf benefit policy for honorary passes. A voice vote was taken with a unanimous affirmative result and the motion passed.

The Board decided to accept the staff recommendation and approve the honorary list by adding retiring employees or Board members as they come, for recognition purposes, instead of adding general parameters for individuals to be added to the list.

STAFF REPORTS

IT/POLICE MITEL VOICEMAIL SYSTEM UPGRADE

IT Manager, Paula Reeds, stated that for 2018, the Police Department budgeted for a new telephone conversation recording system to replace the existing Eventide analog recording system. She further stated that the existing voicemail system will have to be upgraded to allow for the use of certain features. Tech Electronics, the City's Mitel telecommunications phone systems provider and servicing agent, prepared a proposal to upgrade the NuPoint voicemail system to the Mitel MiCollab system for \$9,985. This includes: license transfer, hardware, software, implementation, and training. In addition, the upgraded system will be covered under our existing Tech Electronics annual maintenance agreement (hardware, software, phones, help desk, and training). Funds for the Mitel MiCollab upgrade project would come from the 2018 Police budget as agreed by the Police Chief. Ms. Reeds requested that the Board approve this upgrade.

A motion was made by Alderman Roach and seconded by Alderman Kerlagon to accept staff's recommendation to approve the upgrade to the Mitel Voicemail System. A voice vote was taken with a unanimous affirmative result and the motion passed.

FINANCE SIMPLE FUND TRANSFER

Ms. Keller requested that the annual transfer of 50% of the operating budget surplus be extended by one fiscal year to end on December 31, 2018, in order to pay the remainder of the balance for the construction of the new City Hall.

A motion was made by Alderman Fleming and seconded by Alderman Terbrock to accept staff's recommendation to transfer 50% of the operating budget surplus be extended by one fiscal year to end on December 31, 2018. A voice vote was taken with a unanimous affirmative result and the motion passed.

CLOSED SESSION

Mayor Pogue announced that pursuant to Section 610.021(1) RSMo., the Board will meet in Closed Session to discuss Legal matters the, Board will adjourn into closed session.

A motion was made by Alderman Fleming and seconded by Alderman Finley to adjourn the into closed session. A roll call vote was called with the following results:

Alderman James Terbrock
Alderman Michael Finley
Alderman Kevin M. Roach
Alderman Frank Fleming
Alderman Ross Bullington
Alderman Raymond Kerlagon

The meeting was adjourned into closed session at 7:40 p.m.

At 9:17 p.m. Mayor Pogue announced the Board will reconvene the meeting into open session.

A motion was made by Alderman Fleming and seconded by Alderman Terbrock to adjourn the Board of Aldermen Meeting. A voice vote was taken with a unanimous result, and the meeting was adjourned at 9:17 p.m.

TIM POGUE, MAYOR

ATTEST:

ERIC HANSON, CITY ADMINISTRATOR

Approved: October 8, 2018
A Johnson