

REGULAR MEETING OF THE BOARD OF TRUSTEES
January 16, 2018

The Regular Board of Trustees Meeting of the Town of Grantwood Village was held on Tuesday January 16, 2018, at Village Hall, One Missionary Ridge, Saint Louis MO, 63123. The following Trustees were present:

Kevin Kelso, Chairman
Mark Kienstra, Public Works Commissioner
Rick Wagner, Building Commissioner
Pat Williams, Treasurer
Laura Yates, Village Clerk

Also present were: Mike Vogt Village Attorney, Officer Matt Shaw, St. Louis County Police and Jennifer Merritt, Secretary.

The meeting was called to order at 7:00 P.M. by Kevin Kelso.

PLEDGE OF ALLEGIANCE

ROLL CALL

Laura Yates conducted roll call. All trustees present. Laura Yates announced a quorum.

MINUTES

REGULAR BOARD MEETING –December 19, 2017

- Mark Kienstra motioned, seconded by Rick Wagner, to approve December 19, 2017, meeting minutes as stated. On voice vote, the motion unanimously passed.

RECOGNITION OF RESIDENTS & GUESTS IN ATTENDANCE

- Thanks to everyone who has come to the meeting this evening. The following Guests were in attendance:

Residents:

- Bill Hund-8821 Paragon Circle
- Jan Muraski-9007 Whitehaven
- Bernie Harmon-7638 Bracken Circle
- Anna Wagner- 8835 Julia Dent

Guests:

- John Nanos- Boyd, Franz, & Stephen's(Village Accountant)

AUDIT RESULTS

- This year was a bit different because of Senate Bill 5, which requires municipalities to perform a yearly audit versus a review.
- An audit is a more in depth look at the village's financials. There is a lot more verification for account balances and other 3rd party verifications.
- There are also conversations on the processes of how things run within the Village.
- Overall the audit went well and easy. Pat Williams the Village Treasurer had everything in order. The addition of QuickBooks a few years ago has helped tremendously in keeping records.

- The main Categories of expenses were Public Safety, General, Roads & Maintenance, and Sewer lateral.
 - The Grant Road Project does have balances' that are higher due to upcoming estimated costs.
 - The assets are about 179,000 higher than previous year. The only liabilities are the Waste Hauler and Municipal Bond Escrow accounts.
- The Village is run on a cash basis which means that revenue is recorded when received and expenses are recorded when incurred.
- There is one main bank account that all revenues and expenses run through. There are cash deposits of over One Million which is in excess of what the FDIC insures but the Village is not in any danger because banks will put up collateral in the name of the Village, to cover the excess.
- In the notes section of the audit report there are some notes on the general accounting policies of the Village.
- The main contract the Village basis the Public Safety and that is right at 136,000 a year.
- There were no changes to the general fixed assets over the year. There was also a renewal of the line of credit but no draws on it.
- In looking at the actual versus the budgeted amounts over the year, the revenues were higher by about 179,000 which is mainly due to the amount collected for the Grant Road Project, and also less spending since some of the maintenance costs have been deferred for the next year.
- The main categories of the tax revenue collected were, 196, 000 in restricted funds and 238,000 in unrestricted funds.
- For the expenses, the Village had the following:
 - 141,000 in Public Safety(Includes police and municipal court costs)
 - 227, 000 in Road and Bridges(Includes Grant Road Project)
 - 2,300 in Sewer Lateral
 - 70,000 in General (Includes Trustee Stipends, Insurance and general costs)
- The unmodified (Clean) opinion for the result of the audit.
- John Nanos has no recommendations for the Board, since they are all competent and professional. Everything is running very smoothly.

TRESURER'S REPORT-PAT WILLIAMS

- The Beginning Balance of the December's Treasurer's report is \$1,066,630.84, Receipts \$98,775.15, Disbursements \$33,475.61, ending balance \$1,131,930.38.
- Revenue collected was mainly the State and local taxes collected.
- Rick Wagner motioned, seconded by Laura Yates, to approve the December Treasurer's Report as stated. On voice vote, the motion unanimously passed.
- January (1/1-1/14) Disbursements \$25,587.06, which were normal, except for the annual fee for Mike Vogt for the prosecutor duties.
- Rick Wagner motioned, seconded by Laura Yates, to approve January's disbursements as stated. On voice vote, the motion unanimously passed.

VILLAGE CLERK – LAURA YATES

- Election filing for the April 3, 2018 Municipal General Election closed today. There are two candidates that have filed. Phillip Miceli and Pat Williams. Since there are only two candidates and two positions there will be no election. Because of this there will be no election cost to the Village. Laura Yates will turn in the candidate filing on Tuesday, January 23rd.

BUILDING COMMISSIONER – RICK WAGNER

- Nothing to report, not too much happening in the Village.

PUBIC WORKS - MARK KIENSTRA

- There have been 5 water main breaks within the Village. All have been repaired. Thanks to Officer Matt for ensuring everyone's safety during the time of road blocks and street closures.
- Midwest Weather Management has been great in ensuring our roads are clear and doing it without unnecessary costs. By having meteorologists on staff provides the most accurate service.
- Asphalt and Concrete work will begin in the spring. Looking to have the bids in by the March Meeting. Asphalt Overlay and Milling to be completed in Old Grantwood and replacement of concrete slabs in Forest Haven. Have not heard back from the streets committee that was formed last year, so the Village plan the Streets on implementing the street plan that was worked up last year.
- That to RV Wagner for getting out and fixing the cave in on the street.

TREE BOARD REPORT- LAURA YATES

- The tree board has executed a contract with Davey Resource Group and the initial planning has begun. The tree inventory and other items are hoped to be completed by March 1st.
- Trim Grant Funding- the hazard tree trimming and pruning should also be completed by March 1st.
- The Tree Board has also submitted a renewal application for Tree City USA. The approval should go through without any issues since Grantwood Village has exceeded all of the requirements.
- The installation of the Tree ordinance signs has been postponed due to the weather. When the weather breaks we will get them installed.

CHAIRMAN-KEVIN KELSO

- Former Trustee and longtime resident of the Village, Bob Bess has passed away. Would like to get the Tree Board to help come up with an idea to do a memorial for him with a tree or something. There is the island across from his house or the entrance.
- Thanks to Pat Williams for keeping the records straight and to the late Joe Limmer for getting QuickBooks set up.
- Leaves-Kevin Kelso will be getting quotes for leaf pick up for the Village and will hopefully discuss this at the next meeting.

OFFICER MATT SHAW-POLICE OFFICER REPORT

- Report:
 - 375 Calls for service (including the municipal patrol.)
 - 1 Reports
 - 5 Citations written
 - 0 Arrests
- Package Thefts are an issue. Please stay Vigilant and call the police if you see anything suspicious.
- Commercial Vehicles-There have been complaints of commercial vehicles parked in the Village. Mike Vogt is going to look into the ordinance and see if any changes need to be made. Pat Williams will put the ordinance in the next newsletter to make sure everyone is aware of what is considered a commercial vehicle.
- Thanks to Mark Kienstra and Kevin Kelso for coming out to help the waffle truck serve waffles to the police and fire fighters.

OLD BUSINESS

- None

NEW BUSINESS

- Destruction of Court Records. Jennifer Merritt the court clerk has requested permission to destroy court citations and corresponding records from the years of 1994-2008. These records will be destroyed by following court operating rule #8. The board has agreed to allow the destruction. These have been accumulating in the basement.
 - The board has also agreed to provide a shredding service for the court destruction. Also the Board will be extending the shredding service to any residents. Looking to complete this sometime around Tax day, April 15th. More details to follow.
- Court Time Change- The current court time is 7pm and the Court Personnel would like to change the time to 6:30PM.
 - Mark Kienstra motioned, seconded by Rick Wager, to read Bill No. 728, by caption. On voice vote, the motion unanimously passed.
- Laura Yates read Bill No.728 by Caption.
 - An ordinance to amend section 125.360 of the Code of the Town of Grantwood Village, Missouri by adding a new subsection for the purpose of establishing dates and times if the Municipal Court.
- Discussion-None
- Mark Kienstra motioned, seconded by Rick Wagner, to read Bill No.728, by caption a second time. On voice vote, the motion unanimously passed
- Laura Yates read Bill No. 728 by Caption a second time.
- Laura Yates performed a roll call vote:
 - Pat Williams-AYE
 - Kevin Kelso-AYE
 - Mark Kienstra-AYE
 - Rick Wagner-AYE
 - Laura Yates-AYE.
 - The Bill No. 728 becomes Ordinance 728.18.
- Short Term Rentals- With the inception of Air Bnb and other rental sites, the need to protect our Village from problems surrounding short term rentals is great.
 - Mark Kienstra motioned, seconded by Rick Wager, to read Bill 729, by caption. On voice vote, the motion unanimously passed.
- Laura Yates read Bill 729 by Caption.
 - An Ordinance to Amend Sections 400.030, 400.040 and Section 125.310 of the code of the Town of Grantwood Village, Missouri by adding a new definition to section 400.030.A, anew paragraph to section 400.040.B and a new subsection to section 125.310 for the purpose of prohibiting short term residential rentals in the Town.
- Discussion-None
- Mark Kienstra motioned, seconded by Rick Wagner, to read Bill 729, by caption a second time. On voice vote, the motion unanimously passed
- Laura Yates read Bill 729 by Caption a second time.
- Laura Yates performed a roll call vote:
 - Pat Williams-AYE.
 - Kevin Kelso-AYE
 - Mark Kienstra-AYE

- Rick Wagner-AYE
- Laura Yates-AYE.
 - The Bill No. 729 becomes Ordinance 729.18.

VILLAGE ATTORNEY-MIKE VOGT

- Worked on the above two ordinances. Suggestion to add both to the newsletter.

VILLAGER'S COMMENTS

ADJOURNMENT

Mark Kienstra motioned, seconded by Rick Wagner, to adjourn the meeting. On voice vote, the motion was unanimously approved. The meeting closed at 8:19 P.M. The next Board of Trustee meeting will be held on Tuesday February 20, 2018 at **7:00 P.M.**

Respectfully Submitted,

Kevin Kelso
Chairman

Attest:

Laura Yates, Village Clerk