

WORKSHOP MEETING OF THE BOARD OF TRUSTEES
August 11, 2012

The Regular Board of Trustees Meeting of the Town of Grantwood Village was held on Saturday August 11, 2012, at Village Hall, One Missionary Ridge, Saint Louis MO, 63123. The following Trustees were present:

Mark Kienstra, Chairman
Kevin Kelso, Treasurer
Bob Bess, Building, Commissioner
Walter Rust, Public Works, Commissioner
Will Larson, Village Clerk

Also present were: Village Attorney, Rich Magee and Jennifer Merritt, Secretary.

The meeting was called to order at 8:00 A.M. by Mark Kienstra.

PLEDGE OF ALLEGIANCE

ROLL CALL

Will Larson conducted roll call, all members were present.
Will Larson announced a quorum.

FINANCE

- Grantwood Village has an annual review of financial records.
- Discussion on Audit versus Review
- Discussion on Financials
- Discussion on Restricted versus Unrestricted funds.
- Discussion on having an audit every ten years.

OPERATIONS GUIDE

- Overview
 - Mission Statement
 - Chairman Duties
 - Treasurer Duties
 - Village Clerk Duties
 - Building Commissioner Duties

Building Permits—need one from Grantwood \$25.00, and one from St. Louis County. The price varies based on the work to be completed.

- Public Works (Streets) Commissioner
- Court

MOTHLY MEETING PREPERATION-ROBERTS RULES OF ORDER (RICH MAGEE)

- Discussion on Roberts rules of order.
 - Overview of how topics are to be considered by the board through a motion or a resolution.
 - Board to work on addressing all statements through Chairmen and not at each other.

PUBLIC COMMENT

- The public comment period is it to allow residents voice's to be heard by the trustees.
- There are many ways to contact the Trustee's outside of the Board Meeting.
 - Phone

- Email
- In person
- Any individual issues should be handled prior to the meeting.

GRANT ROAD IMPROVEMENT GRANT

- Current plan is to remove the 2nd turnaround and making it grass again. Paving the 1st turn around
- Discussion on process required for Federal Grant
- Discussion on consultants/inspectors
- Maintenance after work is completed
- Discussion on what needs to be completed to move forward with the project
- Bob Bess motioned seconded by Kevin Kelso to move forward with the Grant Road Improvement Grant.
- Discussion-Cost of ownership
- On Voice Vote, the motion unanimously passed.
- Walter Rust to call MODOT to see if changes can be made for the Turn Lane on Gravois.

TOWN HALL-IRRIGATION/LIGHTING

- Three companies have been contacted to submit bids to install an irrigation system at the Town Hall.
- Have had some residents (Terry Humes & Genny Webelhuth) Watering the Grass.
- The cleaning person comes up and waters the grass for \$25/day.
- After the last election, the election workers complained about not enough lighting to bring in the equipment. Will get bids on adding additional lighting in the back of the Village Hall.

MAIL/RECORD KEEPING

- Will Larson Custodial of Records
- Discussion on how mail is picked up and delivered to the correct user
- Anyone one can bring in the mail and put it in Will's box. He will scan the original and distribute to who it belongs to.
- Discussion on Email-Mark will handle distribution
- Mark will get a copy of all correspondence-except invoices.

STREETS

- There was an adjustment to the original plan. R The intersection of Rock Hill/Raleigh/Julia Dent will be closed up to a week.
- This project will take about 2-3 Weeks to complete.
- Once project is completed we can start the asphalt patching and seam sealing.
- Fire Department has been notified and just needs dates once they have been determined.
- There will be one resident who will have work in front of his driveway and he will be notified.
- The spreadsheet will be revised and will be reposted on the website.

WATERMAIN BREAKS

- Discussion on Process if a water main break happens in the village.
- Make sure to get the work order number from the job foreman.

SUNSHINE LAW-WRITTEN POLICY

- Discussion on the Attorney General sample policy
- Discussion on research time
- Discussion on charging for the research time
- Rich Magee will prepare a resolution for the next Board Meeting.

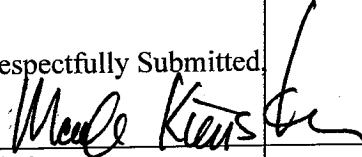
FENCE ORDINANCE VIOLATION CASE

- Discussion on the case.
- Discussion on possible outcomes
- Discussion on Grantwood Village's Options

ADJOURNMENT

Will Larson motioned to adjourn the meeting, seconded by Walter Rust. On voice vote, the motion was unanimously approved. The next Board of Trustee meeting will be held on Tuesday August 21, 2012 at 7:00 P.M. The meeting closed at 10:45 AM.

Respectfully Submitted,


Chairman

Attest:


Village Clerk

