

REGULAR MEETING OF THE BOARD OF TRUSTEES

January 20, 2015

The Regular Board of Trustees Meeting of the Town of Grantwood Village was held on Tuesday January 20, 2015, at Village Hall, One Missionary Ridge, Saint Louis MO, 63123. The following Trustees were present:

Kevin Kelso, Chairman
Pat Williams, Treasurer
Sue Ehrhardt, Village Clerk
Mark Kienstra, Public Works
Bob Bess, Building Commissioner

Also present were: Village Attorney, Rich Magee, Officer Mike Thomeczek, St. Louis County Police, Sergeant Ray Absolon, St. Louis County Police, Kathy Kienstra, President of Lindbergh Schools Board of Education and Jennifer Merritt, Secretary.

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Sue Ehrhardt conducted roll call. All trustees present.

Sue Ehrhardt announced a quorum.

MINUTES

REGULAR BOARD MEETING – December 16, 2014

- Bob Bess motioned, seconded by Pat Williams, to approve December 16, 2014 meeting minutes as stated. On voice vote, the motion unanimously passed.

TREASURER'S REPORT - PAT WILLIAMS

- Beginning balance: \$421,506.81, Receipts: \$84,241.29, Disbursements: \$25,004.36, Ending balance: \$480,743.74.
- Received Real Estate Taxes and \$10,246.50 Sewer Lateral Fee collection (located in the Misc Column). This will be transferred to the sewer lateral account.
- Bob Bess motioned, seconded by Mark Kienstra, to approve the December Treasurer's Report as stated. On voice vote, the motion unanimously passed.
- January Disbursements: \$38,718.84.
 - \$10,246.50 Sewer Lateral, \$2,050 Sewer lateral trustee's stipend, \$600 for Mike Vogt Prosecuting attorney yearly fee, \$202.99 for QuickBooks Pro 2014 edition. \$73.00 expense to Seliga Heating and Cooling to check the furnaces per the annual contract. Payment to JCL Accounting Services LLC, Joe Limmer for the QuickBooks migration.
 - Mark Kienstra motioned, seconded by Bob Bess, to approve the January 2015 Disbursements. On voice vote, the motion unanimously passed.
- QuickBooks Presentation
 - Joe Limmer from JCL Accounting Services presented the Board and Villagers with an overview of the QuickBooks System.
 - There are two years of historical and the current year of data included in the system.

- 2,500 invoices were scanned and attached to the transactions
- Presentation of the reports and comparison to the current Excel version of reports.
- Pat Williams will be taking over the inputting of data and the use of the QuickBooks system this month and the reports for the next meeting will use QuickBooks.
- The system is completely electronic.
- Currently the system is backed up by flash drives and there is also an option to back up to a cloud based system.
- Newsletter
 - The winter newsletter is ready and Pat Williams and Sue Ehrhardt will be going to Advance Mailing on Thursday to discuss the postcard for the updates for the new directory. On a portion of the postcard there will be a survey about sheds. The newsletter and post card will be going out next week.
- Mark Kienstra complimented trustee Pat Williams for all of the hard work on the QuickBooks migration. The goal for the QuickBooks migration is to make it easier for Trustees in the future.

VILLAGE CLERK – SUE EHRHARDT

- Elections
 - Filing closed at 5pm today. There were only three people who filed and they are the three incumbents.
 - There will still be an election, which costs the Village about \$400.
 - There is a way to not hold an election if the village or town has previously voted to agree not to hold an election. The number of candidates would have to be the same as the number of positions open. Sue Ehrhardt will check to see if it has to be on an April ballot (which would be next year) or if it could be on the November ballot.
 - A disadvantage would be to anyone who would be a write in candidate.
- Sunshine Law Request
 - We are still waiting for a check to fulfill the request from last month.
- Ordinance Update
 - Sue Ehrhardt has the code on the computer and on the web site updated. The goal will be to keep the content updated and current.
- Computer update
 - Mark Kienstra updated the computer over the holidays.
- Temporary Parking Permit Application
 - Sue Ehrhardt has drawn up a new permit application for the temporary parking permits. If anyone has suggestions please let Sue Ehrhardt know by noon tomorrow to make any changes.
- Deer
 - Keep a watch out for deer in the Village. Sue Ehrhardt saw two this morning in her backyard.

BUILDING COMMISSIONER - BOB BESS

- There were two permits issued since the last meeting.
- Bob Bess likes the new temporary parking permit application.

PUBLIC WORKS - MARK KIENSTRA

- Grant Road Project
 - The lights have not gone out to bid yet, there is some coordination happening with Access Engineering to get this accomplished.
 - There is a second Grant that is available, through the Department of the Interior. Mark Kienstra is working on getting this submitted. A preliminary review will be available after February 17, 2015.

- Saint Louis County has been contracted for doing core drilling of the asphalt streets. This will give us an idea of where to start with the asphalt streets. As long as the weather permits they should be conducting the drilling as they have time.

CHAIRMAN - KEVIN KELSO

OFFICER MIKE THOMECZEK - POLICE OFFICER REPORT

- Nothing criminal happened over the last month.
- A traffic study was completed on Fernald, Whitehaven, Raleigh, and Zinzer. There were not any vehicles going over 25 mph.

VILLAGE ATTORNEY

- The Sewer Lateral funds have been determined as assets after reviewing the contract with Todd Ware at St. Louis County.
- Rich Magee passed on some information regarding grant writing effectiveness to the Board.
- Received a response from the Attorney General regarding the Sunshine Law pertaining to Villages. The Attorney General would like to have a resolution and a form to be filled out in order to receive the response from the office. Rich Magee worked on a resolution for that.
- Worked on a resolution that would formally divide duties between Public Works and Building Commissioner

OLD BUSINESS

- Nothing.

NEW BUSINESS

- Sewer Lateral Fund/Trustee Stipend
 - Currently the sewer lateral fund has between \$55,000 and \$60,000 in the account.
 - The ordinance for the trustee stipend to go towards funding the sewer lateral account has expired.
 - Discussions to reinstate the stipend to fund the sewer lateral if the fund goes below a targeted amount.
 - Kevin Kelso would like the stipend to be the same for all of the trustees, \$400/month.
 - The current amount spent on the sewer laterals is about \$12,000 or about \$1,800 a repair.
 - There should be at least a \$30,000 fund balance minimum, if it goes below that mark, the stipend will go back towards the sewer lateral fund.
 - Discussion on what the expectations are and determining the maximum fund amount to return the stipend to the Trustees.
 - Rich will draft a resolution for the changes proposed.
 - Pat Williams will stop the automatic transfer into the sewer lateral account.
- Resolution for Attorney General
 - Resolution 687.
 - Bob Bess motioned, seconded by Pat Williams, to read Resolution 687 by caption.
 - Sue Ehrhardt read resolution 687 by caption.
 - A resolution of The Board of Trustees of The Town of Grantwood Village, Missouri, requesting the opinion of the Attorney General of the State of Missouri, because it is in doubt about the legality of closing a particular meeting.
 - Discussion
 - This resolution along with a form provided by the Attorney General's Office will fulfill the requirements to receive the opinion on the question proposed.
 - With voice vote, the resolution unanimously passed.
- The Board will look at the Building and Public Works duties ordinance at the next meeting

VILLAGER'S COMMENTS

ADJOURNMENT

Bob Bess motioned, seconded by Mark Kienstra, to adjourn the regular meeting. The meeting adjourned at 8:12 P.M. The next Regular Board of Trustee meeting will be held on Tuesday February 17, 2015 at 7:00 P.M.

Respectfully Submitted,

Chairman

Attest:

Village Clerk