

**BOA Work Session Meeting Minutes
Monday, January 7, 2013**

A regular work session meeting and public hearing of the Board of Aldermen of the City of Peculiar, Missouri, was held in the Council Chambers of the Municipal Building at 6:30 p.m. on Monday, January 7, 2013. Mayor Ernie Jungmeyer called the meeting to order and all who were present joined in reciting the Pledge of Allegiance.

The following aldermen responded to roll call:

Michael Gallagher, Homer Dunsworth, Bob Fines, Veronika Ray, Holly Stark, and Donald Turner.

City Staff present for the meeting were City Administrator Brad Ratliff, City Attorney Reid Holbrook, City Engineer Carl Brooks, Chief of Police Harry Gurin, City Clerk Josette Poirier and Cliff McDonald- City Planner

Unfinished Business

Bill No. 2012-48 An Ordinance Of The City Of Peculiar, Missouri Regulating Peddlers, Solicitors, And Canvassers; Establishing Registration Requirements For Peddlers And Solicitors; And Providing Penalties. First Reading December 17, 2012 6-0 Vote

Chief Harry Gurin quickly reminded the BOA of the discussion from the December 17, 2012 meeting. There were no questions or comments from the BOA or the public.

Alderman Stark made a motion to have the 2nd reading of Bill No. 2012-48 by title only, second by Alderman Fines. Alderman Stark moved to accept the 2nd reading of Bill No. 2012-48 and sent on final passage as Ordinance 01072013. It was seconded by Alderman Dunsworth, by the following 6 – 0 roll call vote and the Ordinance was approved.

Alderman Gallagher	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Stark	Aye
Alderman Fines	Aye	Alderman Turner	Aye

Resolution 2013-01 An Amended Resolution Of The City Of Peculiar, Missouri With Respect To The Proposed Annexation Of A Certain Unincorporated Areas To The City Of Peculiar, Missouri

City Attorney Reid Holbrook addressed the BOA in regards to Resolution 2013-01 and 2013-02 and that the resolution will be voted on with the date correction due to the federal holiday in February that was over looked in the Resolutions at the December 17, 2012 meeting. Mr. Holbrook and Brad Ratliff addressed comments and concerns from a few of the Alderman regarding dates. There no further comments or questions from the BOA or the public.

Alderman Stark made a motion to adopt Resolution 2013-01. The motion was seconded by Alderman Turner and this Resolution was adopted by the following 6 – 0 roll call vote.

Alderman Gallagher	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Stark	Aye
Alderman Fines	Aye	Alderman Turner	Aye

Resolution 2013-02 An Amended Resolution Calling For An Election On The Annexation Of Certain Unincorporated Areas.

The BOA took a moment to read over the Resolution to verify the dates that were stated in this amended resolution. There were no further comments or questions from the BOA or the public.

Alderman Stark made a motion to adopt Resolution 2013-02. The motion was seconded by Alderman Turner and this Resolution was adopted by the following 6 – 0 roll call vote.

Alderman Gallagher	Aye	Alderman Ray	Aye
Alderman Dunsworth	Aye	Alderman Stark	Aye
Alderman Fines	Aye	Alderman Turner	Aye

Topic for Discussion

Troutt, Beeman & Co., P.C. 2011-2012 Audit Report

Dana McIntire addressed the BOA and a review of the audit report and where the City received a clean opinion, which is the highest opinion that an auditor can give. Ms. McIntire briefly explained a few of the pages in the financial statement, which consisted of Net assets, modified cash basis, Governmental funds, and water/ sewer debt. She also explained the budgetary comparison schedule. There were no questions or comments from staff or the BOA. Ms. McIntire introduced Butch Beeman to the BOA to cover the section titled "Communication". He addressed the following areas with brief detail and explanations as to what was stated in the report: Significant Deficiency, Prior Year Significant Deficiency, Financial Statement Preparation, Signature Stamp and Cash Disbursements, Management Comments and Prior Year Comments. Mr. Beeman addressed questions and comments from the BOA for further clarification of the audit and letters included with the audit. Mr. Beeman mentioned that the city has a great system in place and the city is better than average compared to other cities our size.

Recap Of Proposed Annexation & Bill No. 2013-04 An Ordinance Of The City Of Peculiar, Missouri Providing For The Extension Of The City Limits Of The City Of Peculiar, Missouri By Embracing And Including Unincorporated Real Property Located In Sections 4, 9, And 10 Of Township 45 North, Range 32 West In Cass County, Missouri And Hereinafter Particularly Described.

City Administrator Brad Ratliff addressed the BOA with a recap of the upcoming annexations. He addressed the attached map of the proposed properties and description of the area. He mentioned the steps the staff will take as the City of Peculiar has a number of deadlines it must meet and actions to complete in order to prepare for the upcoming election and ensure the annexation process required by Missouri State Statute is followed. He noted the attached Bill that will be coming up in future meetings for 3 readings and addressed comments and questions regarding this Bill. City Planner Cliff McDonald gave a detailed description of the Bill. Mr. McDonald addressed comments and questions from the BOA clarifying dates.

Ordinances for the proposed Amendments to Chapter 400: Safe Rooms, Animals in AG & R-E

City Planner Cliff McDonald, acknowledged the recommendation to Consider amending the City Zoning Ordinance, Chapter 400, ARTICLE VIII, DIVISION 5, SAFE ROOMS to revise the requirement of constructing Safe Rooms in Districts R-1 and R-2. As amended, only "Slab" home construction in Districts R-1 or R-2 would require a Safe Room and Districts R-3 and R-4 would still require one. The Planning Commission held a Public Hearing on this proposed amendment December 13th, 2012. The Planning Commission approved the amendment to remove the requirement to construct a Safe Room in Districts R-1 and R-2 at that meeting, except for slab home construction, and retained the Safe Room requirement for Districts R-3 and R-4. Mr. McDonald noted that since this would be a change to chapter 400 it will require a hearing with the board; February 4th would be the scheduled date for the public hearing. He also addressed comments and questions from the BOA in regards to the change. After the BOA discussed several members' opinion of the change and the majority of members feel that this decision should be up to the home owner or builder, the Mayor referred to the current code and instructed staff to come back with a revised Ordinance excluding R-1 & R-2. Mr. McDonald stated that he could amend the current Bill to exclude R-1 and R-2 and set the public hearing date for February 4, 2013.

City Planner Cliff McDonald explained to the BOA Animals in AG & R-E would Amend SECTIONS 400.360 and 400.370 of the City Zoning Ordinance to permit the keeping of one (1) head of cattle, two (2) sheep, or two (2) goats per 2-1/2 acres with a minimum requirement of ten (10) acres of grazing land per owner. Both Districts currently permit the keeping of one (1) horse per 2-1/2 acres. Consider the potential impacts on the health, welfare, and safety of city residents. Both District AG, Agriculture and District R-E, Residential Estate are located on the edge of Peculiar's City Limit (as presently zoned) and will require a public hearing, Mr. McDonald stated that he would like to have this hearing with the safe room Bill. Staff addressed comments and questions by the BOA and after no further questions, Staff will move forward with these hearings.

Discussion Regarding Having An Engineering Contract With Bartlett & West Engineers For A Proposed Public Works Site Facility

City Engineer, Carl Brooks addressed the BOA in regards to entering in to a contract with Bartlett & West Engineers as requested by City staff to propose a Public Works Site Facility. The engineering consulting firm of Bartlett & West is a firm that City staff trusts and respects.

This contract will consist of gathering readily available information on three candidate sites including approximate property boundary, utilities, proximity to flood plain. Meet on site to tour the existing facilities and discuss the City's vision for replacement facilities. Determine space requirements in square feet, type of space needed and intended use. Prepare a tabular summary and opinion of probable construction cost and prepare a basic site plan drawing for all three sites indicating the facility orientation, building outline, access and parking. This Public Works Site Facility project as indicated will have a fee of \$5,000 as they have proposed "on time" and "within the current budget". The BOA had comments and questions that staff addressed and clarified this contract will give the city options as to what they can do.

Public Works Reorganization and Salary Structure

City Administrator Brad Ratliff addressed BOA with a description of the new salary structure and public works reorganization, stating that the City of Peculiar has key personnel on board and it's imperative to use them at their full potential. David Shrouf will become the Waterworks Manager focusing on our water transmission problems, our needs and future water transmission connections. Bill England will continue to focus on wastewater needs and issues and Justin Wise will focus on all other Public Works functions. This will not increase the budget bottom line or increase all three or even several salaries. This will be a "budget neutral" move that will set the City in a better position of retention and recruitment. I lowered the maximum pay of the current D Band and added an E Band that falls within the range of our only two most specialized positions of Chief of Police and City Engineer. The maximum of E Band is close to the maximum of the current D Band. This addition of E Band will not raise the pay of either of those two positions. This also sets us for the future on key Public Works specialized positions in the future for C Band.

2013 Legislative Policy

City Administrator Brad Ratliff addressed BOA with a draft of 2013 Legislative Policy for the City of Peculiar to discuss MML changes that have been made and descriptions. Mr. Ratliff addressed comments and concerns regarding the changes and noted if the BOA agreed or disagreed with the changes. Alderman Stark mentioned that she would like to see a final copy sent to Rep. Molendorp and Senator Pearce.

Aldermen Directives Reported by City Administrator

- Have Mayor Sign Bill No.2012-48
- Move forward to Advertise public hearing February 19 for annexation
- Send back Chapter 400 to P&Z to revise and bring back with R-E and AG to February 4th Hearing
- Bring back final 2013 Legislative Agenda and salary restructure for approval no January 22
- Move Forward with Engineer Contract with Bartlett & West Engineers for a Proposed Public Works Site Facility

Alderman Ray mentioned to staff that the street crew that works the snow removal did a great job, but needs to slow down. Staff will address this issue.

On a motion from Alderman Stark, second from Alderman Dunsworth, the meeting was adjourned at 8:17pm

Regular session minutes were taken and transcribed by Josette Poirier, City Clerk.

Approved by the Board of Aldermen: January 22, 2013