

**MINUTES OF THE SPECIAL OPEN MEETING HELD BY THE BOARD OF TRUSTEES
OF THE VILLAGE OF RIVERVIEW, ST. LOUIS COUNTY, MISSOURI, HELD ON
OCTOBER 22, 2009.**

BE IT REMEMBERED THAT the Board of Trustees of the Village of Riverview, St. Louis County, Missouri, met at City Hall, 9699 Lilac Drive at 6:30 p.m. on October 22, 2009.

At the time and place, upon roll being called, there were found to be present the following named officers and members of the Board.

Trustee Howard Pierce	Present
Trustee Michael Ellington	Present
Trustee Phyllis Paro	Present
Trustee Bruce Stocker	Absent
Chairman Steve Paro	Present

Village Clerk Megan Asikainen and Village Attorney Christopher Graville were also present.

There being a quorum present, the meeting was called to order by Chairman Steve Paro in order to have a work session to discuss Village policies and procedures.

Attorney Graville opened the meeting by stating that the Board was going to have a work session to discuss Village policies and procedures. He said that the policies were going to be discussed in a very general manner so as to be in compliance with the Sunshine Law. He said any specific personnel issues would be discussed in a closed session. He invited the Trustees to bring up any issues or questions they had regarding the Village Personnel Manual and other Village policies or procedures.

Trustee Ellington said that the Village Personnel Manual does not provide for the Trustee Liaisons to have anything to do with setting the budget. He said he was never notified of any budget meetings. He said, as the Finance Liaison, he should be present at any meetings where financial items are discussed. Trustee Paro asked if the Personnel Manual applies to the Trustees. Attorney Graville said that the Trustees' roles are set out in the Village Code book and read a portion of Section 115.030 dealing with the finance department and budget department. He said that the Code book states that the Finance Department is made up of the Village Clerk, the Budget Officer, and the Financial Advisor. He said that under the current structure the Village Clerk is also the Budget Officer and that the Village Clerk is the head of the Finance Department. He also read a portion of Section 115.050 dealing with the Trustee Liaison responsibilities. He said that, according to the Village Code, the Trustee Liaisons serve as a point of contact between the Trustees and the individual Village departments. Attorney Graville said that there is a Public Hearing where the budget is discussed prior to its adoption, that it is available to the public before it is passed, and that it is reviewed by the Financial Advisor who is hired by the Village. He said that the Village also has an outside audit yearly and that the last audit report was the best since he's worked for the Village. Trustee Ellington stated that he would like to be notified of any special budget meetings. Ms. Asikainen responded that the notices are delivered to each Trustee at their home or via their mailbox in the City Hall and that the budget documents are included for review. Trustee Ellington responded he has never been informed about budget meetings. Trustee Paro said that the prior year Ms. Asikainen prepared a calendar listing the

budget meeting date and time which was given to all Trustees. Attorney Graville asked if Trustee Ellington would like to be notified of the internal meetings between department heads the Budget Officer. Ms. Asikainen said that there weren't organized meetings, rather that the department heads prepared their budgets and submitted them to her for inclusion in the Village budget and that she would go do the department heads on an informal basis with any questions. Trustee Ellington said that the department heads could just submit their budgets to the Budget Officer. Attorney Graville asked if Trustee Ellington would like a special meeting with the Budget Officer. Trustee Ellington said that he would. Ms. Asikainen said that the Board would have a Work Session and Public Hearing as usual prior to the passage of the budget. Attorney Graville asked the Trustees if they wished to make any changes to the Village policies regarding the Liaison positions. All Trustees were in agreement that the current procedures are sufficient.

Trustee Ellington asked if compensatory time was accumulated at straight time or at time and a half. Ms. Asikainen responded that it was given as straight time.

Trustee Ellington asked what the procedure was for employees clocking in prior to their normal starting time. Attorney Graville said that the Manual states that the Liaisons communicate with the department heads but that the responsibility for scheduling falls on the department heads. He added that the Personnel Manual and Village Code do not set out the work hours. Chairman Paro said that the only department with set hours is the City Hall who works from 8 a.m. to 5 p.m. Monday through Friday. Trustee Ellington asked Trustee Paro if there was a fixed time for the Building Department's work hours. Trustee Paro said that she does not think that fixed hours are appropriate for her department because of the nature of the job. She said that the Inspector performs inspections outside of the 8 to 5 time frame and regularly checks on job sites outside of the normal business hours. She said that the same goes for the Street Department and that both departments are "on call" in case the Village needs them. Trustee Paro added that the Building Inspector is expected to appear in Municipal Court to testify on behalf of the Village and to discuss specific cases with the Prosecuting Attorney prior to Court. Trustee Ellington stated that he would like to address comp time for Court in a closed session. He continued that the Work Rules in the Personnel Manual state that the employee is expected to be on time and ready to work at their designated start time, he said that he believed it was being inferred by Trustee Paro that her department had open permission to start whenever the employee chose to. Attorney Graville said that there is some value in having the rules be open, that they are not intended to be all-inclusive, but that the bigger question for the Trustees to consider is whether or not the Liaisons are happy with the way the department heads are handling work schedules. Trustee Ellington said that he understood that there should be some flexibility but that there should be a set time for all employees to start and finish, and that the employees can always request to have the hours altered if special circumstances arose. He said he would like to see a fixed start time and a fixed end time. Trustee Paro said that she disagrees. She added that in her department, the employee generally works the same schedule, but that if the employee needs to take time off or work later the employee contacts her so that she knows. She said she is satisfied with this communication.

Attorney Graville asked the Board if they would like to have the work schedule changed. Trustee Ellington responded in the affirmative, Chairman Paro, Trustee Pierce, and Trustee Paro all responded in the negative. Attorney Graville asked the Board if they wished to make any changes regarding the recordkeeping and communications between

the Liaison positions and the department heads. Chairman Paro, Trustee Pierce, and Trustee Paro responded in the negative. Trustee Ellington stated that he was overruled.

Attorney Graville asked if anyone would like to have another work session to discuss Village policies and procedures. All Trustees responded in the affirmative. Ms. Asikainen stated that she would like to also have the budget meeting the same evening. She suggested having the budget hearing at 6:00 and the work session for Village policies and procedures at 6:30 before the November meeting. All Trustees were in agreement.

With no further business to discuss, a motion was made by Trustee Phyllis Paro and seconded by Trustee Michael Ellington to adjourn the meeting. All Trustees voted in the affirmative, the motion carried. The meeting was adjourned at 6:57 p.m.

Respectfully Submitted,

Steve Paro, Chairman

ATTEST:

Megan Asikainen, Village Clerk

DRAFT