

**MONTHLY BOARD MEETING MINUTES HELD BY THE BOARD OF TRUSTEES OF
THE VILLAGE OF RIVERVIEW, ST. LOUIS COUNTY, MISSOURI, HELD ON
THURSDAY, NOVEMBER 19, 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 7:07 p.m. on November 19, 2009.

At this 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	Present
Chairman Steve Paro	Present

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

CITIZENS' COMMENTS, SUGGESTIONS, AND PETITIONS:

John Lee, 482 Scenic. Mr. Lee stated that he was present to discuss the property at 482 Scenic and complaints about the Building Inspector. He said his attorney was also present. He said that he recently purchased the property and began rehabbing the house. He said that shortly after work started the Village Building Inspector began harassing him at the property. He said that the Electrical Inspector had also visited the property at that he had not given either property permission to enter the premises. He said that he believes that he is being harassed because the property is next door to Trustee Howard Pierce. He asked if Mr. Pierce took the proper steps to file the complaint. Attorney Graville said that the Village has numerous means of receiving complaints from residents. Mr. Lee said that he was given a warning to correct a sump pump drainage problem and had received from the Building Inspector, in writing, instructions on where to run the drainpipe. He said shortly after it was moved he received a warning that it was not done correctly and then issued a summons. Attorney Graville said that once a summons is issued, the issue must be handled in Municipal Court. Mr. Lee asked if the Building Inspector was licensed. Attorney Graville asked what Mr. Lee meant by "licensed" because State Statute does not provide a licensing requirement for Inspectors, that it only states that Inspectors must have a certain degree of professional knowledge. He added that most of the St. Louis County Inspectors are not licensed. Mr. Lee responded that he was asking if the Inspector was ICC certified. Attorney Graville responded that the Inspector was not ICC certified and asked which ICC certification. He stated that such a certification is not mandated on the state or federal level. Mr. Lee asked if the Inspector was paid hourly or salary and what his hours were. Ms. Asikainen responded that the Inspector is paid hourly. Attorney Graville stated that a work schedule is a closed record. Mr. Lee asked if the Village provided the Inspector with a cell phone. Ms. Asikainen responded that they did not. Attorney Graville said that as far as the sump pump is concerned the actual violation would have to be handled in Municipal Court but that he was also the Prosecuting Attorney for the Village and that the Court likes to see that Housing Code violations are being corrected and the properties brought into compliance. He offered to work with Mr. Lee and the Village to get the property into compliance.

Lynda Foster, 10063 Northgate. Ms. Foster said that she had also complained to the Village about a neighbor's sump pump draining on her property. She said that the Building Inspector said it was okay for her neighbor to run water onto her property. She asked if the Village was going to give the employees holiday gift cards. Chairman Paro responded that they usually do. Ms. Foster said that she does not believe that the Village should and that she objects to it. She said that times were hard and she had recently spoken to three people who were going through foreclosures. Ms. Foster said that she recently found out that the Electrical Inspector makes \$305.00 per month plus \$25.00 per hour for Court, and is reimbursed for mileage. She said that this was excessive and wanted to know why he made so much money. She asked if the Village was going to distribute candy to the kids on Santa Day. Chairman Paro responded that they were. Ms. Foster said she objected to this because people in the Village were out of luck. She said that, regarding 333 Lookout, she received a copy of the inspection on this property and that the Code of Compliance states that on July 21, 2009 Dan Dickey went back for an inspection but that he did not sign the Village Code of Compliance. She said she objects to that and that the Building Inspector inspected 321 Fork because an employee resides there. Ms. Foster asked if the Village was going to have a Christmas Party and that if they were, she would object to it because now is not the time to be giving money away to employees.

MINUTES OF THE MONTHLY MEETINGS

A motion was made by Trustee Michael Ellington and seconded by Trustee Phyllis Paro to dispense with the reading of the Special Open Meeting Minutes of October 22, 2009 and approve them as submitted. All Trustees voted in the affirmative, the motion carried.

A motion was made by Trustee Phyllis Paro and seconded by Trustee Michael Ellington to dispense with the reading of the Monthly Board Meeting Minutes of October 22, 2009 and approve them as submitted. All Trustees voted in the affirmative, the motion carried.

A motion was made by Trustee Phyllis Paro and seconded by Trustee Michael Ellington to dispense with the reading of the Closed Meeting Minutes of October 22, 2009 and approve them as submitted. All Trustees voted in the affirmative, the motion carried.

MONTHLY REPORTS

Finance Liaison's Report (Treasurer's Report): The Treasurer's Report reflected the following account balances: The ending balance for the General Account was - \$2,344.24, the ending balance for the Bond Account was \$8,710.07, the ending balance for the Capital Improvement Account was \$328,353.36, the ending balance for the Sewer Lateral Account was \$91,655.12, and the ending balance for the Police Training Fund Account was \$24,069.46. The ending balances for the Certificates of Deposit with First Community were \$100,000.00, \$100,000.00, and \$87,070.17. Trustee Ellington said that the General Account is running a deficit again and asked the Village Clerk how bills were being paid if the account is running a deficit. He said that the Village Clerk told him, in writing, that money was transferred from the Capital Improvement Account to the General Account temporarily to pay bills. He said that he did not agree with this. Attorney Graville said that there is some allowance for funds to be transferred for overhead expenses from one account to another. He said that the Village hires an

outside audit firm and a monthly accountant to come out and review all transactions. Trustee Ellington stated that he had called the accounting firm and spoke with a supervisor who was supposed to check on his concerns and get back with him. Trustee Ellington said that he would reserve all future discussion about the issue until the Closed meeting. Ms. Asikainen responded that she had been working with the accountant to identify and correct problems that existed prior to her employment with the Village. She said that she was trained by the prior Village Clerk to pay all bills from the General Fund but that some of the expenses should have been paid from the Capital Improvement Fund. She said that she and the accountant have been working to correct this problem and that some of the transfers being made are to address this issue. She said that transfers are also routinely made between accounts to disperse deposited funds to their proper accounts. Trustee Paro asked if Trustee Ellington had reviewed the Village balance sheet. She stated that the Village is not in a deficit and that the Village was not a profitable organization. She said that she had recently read that the City of East St. Louis is 9.2 million dollars in debt and that the Village has no debt. Trustee Ellington said that he had also called the St. Louis County Collector of Revenue and spoke with a supervisor who told him that collections for the whole area were 20 to 30 percent lower than expected. Attorney Graville reiterated that the Village hires an independent firm to perform audit and accounting services and that the Village Clerk is advised by this firm. He said that if Trustee Ellington has specific questions or concerns regarding this advice he would need to discuss that with the firm. He said that as far as tax collection is concerned, the Village has its own unique set of issues with properties under foreclosure, vacant houses, and so forth that other parts of St. Louis County may not be experiencing. Trustee Ellington said that he just wanted to air some of the issues out and place them in the public eye. Attorney Graville responded that this is the reason that the Village hires an outside firm to perform yearly audits and the monthly accounting services. Trustee Ellington said that he would be happy to sit down with the firm and discuss these issues. Trustee Paro stated that she believes that the Village Clerk has done an excellent job. She said that there were problems when the Village Clerk was hired that she has worked to correct. She said that there were no manuals or policies and that the Village Clerk has taken the time to write them up. Chairman Paro agreed stating that the Village Clerk has put in a lot of time getting the manuals and things straightened out.

Public Works Liaison's Report. Trustee Howard Pierce reported that the Street Department picked up litter 8 times, removed garbage 3 times, cleaned up the park 3 times, maintained 12 vacant properties, emptied the trash cans 15 times, cleaned City Hall once a week, built a new chipper box, sent out 8 warnings for branches improperly set out, completed practical testing with Mug A Bug, cleared the sewer drains once, cleaned out the culvert at Northgate and Coburg, removed 1 dead animal, cleared brush from the street at 3 locations and had a drinking fountain and water spout installed at the park.

Street Commissioner's Report. Nothing to report.

Police Liaison's Report. Trustee Bruce Stocker, reported that the Police Department made 14 adult arrests, 3 juvenile arrests, wrote 297 tickets, responded to 585 calls for service, and wrote 90 reports. The total miles driven on police vehicles were 6,101.

Zoning and Building Liaison's Report. Trustee Phyllis Paro reported that the Building Commissioner inspected 16 houses and 16 apartments. He issued 23 codes of

compliance, issued 9 codes of non-compliance. He issued 4 building permits, 18 warnings, and 35 summonses. He completed 1 framing and footing inspections and issued 1 stop work order and 1 conditional permit.

Deputy Building Inspector's Report. Nothing to report.

Health Commissioner's Report. Trustee Phyllis Paro reported that the health Commissioner issued no warnings or summonses.

Chairman's Report. Nothing to report.

Clerk's Report. Nothing to report.

Attorney's Report. Nothing to report.

UNFINISHED BUSINESS:

NEW BUSINESS:

A. Discuss request from Theo Brown to use City Hall on the second Thursday of each month for Public Township Meetings. Ms. Asikainen said that she had received the request from Mr. Brown but did not have any further information. She said that she had spoken with Mr. Brown at City Hall and asked him to attend the meeting to explain the request but that he was not present. Attorney Graville asked Ms. Asikainen to send a letter to Mr. Brown inviting him to the next Board meeting to discuss the request.

B. BILL 100: AN ORDINANCE AMENDING CHAPTER 120 OF THE VILLAGE OF RIVERVIEW MUNICIPAL CODE REGARDING MUNICIPAL COURT COSTS.

A motion was made by Trustee Phyllis Paro and seconded by Trustee Bruce Stocker to read Bill 100 by title only for the first time. All Trustees voted in the affirmative, the motion carried.

AN ORDINANCE AMENDING CHAPTER 120 OF THE VILLAGE OF RIVERVIEW MUNICIPAL CODE REGARDING MUNICIPAL COURT COSTS

A motion was made by Trustee Bruce Stocker and seconded by Trustee Phyllis Paro to read Bill 100 by title only for the second time. All Trustees voted in the affirmative, the motion carried.

AN ORDINANCE AMENDING CHAPTER 120 OF THE VILLAGE OF RIVERVIEW MUNICIPAL CODE REGARDING MUNICIPAL COURT COSTS

A motion was made by Trustee Phyllis Paro and seconded by Trustee Bruce Stocker to enact Bill 100 as Ordinance 09-23. By roll call vote:

Trustee Howard Pierce	Aye
Trustee Michael Ellington	Aye
Trustee Phyllis Paro	Aye
Trustee Bruce Stocker	Aye

Chairman Steve Paro

Aye

All Trustees voted in the affirmative, the motion carried. Bill 100 becomes Ordinance 09-23 upon being duly signed by the Chairman and attested by the Village Clerk.

C. BILL 101: AN ORDINANCE AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE A CONTRACT ON BEHALF OF THE VILLAGE OF RIVERVIEW WITH THE MUNICIPAL PARK GRANT COMMISSION FOR A PARK PLANNING GRANT.

A motion was made by Trustee Phyllis Paro and seconded by Trustee Bruce Stocker to read Bill 101 by title only for the first time. All Trustees voted in the affirmative, the motion carried.

AN ORDINANCE AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE A CONTRACT ON BEHALF OF THE VILLAGE OF RIVERVIEW WITH THE MUNICIPAL PARK GRANT COMMISSION FOR A PARK PLANNING GRANT

A motion was made by Trustee Phyllis Paro and seconded by Trustee Bruce Stocker to read Bill 101 by title only for the first time. All Trustees voted in the affirmative, the motion carried.

AN ORDINANCE AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE A CONTRACT ON BEHALF OF THE VILLAGE OF RIVERVIEW WITH THE MUNICIPAL PARK GRANT COMMISSION FOR A PARK PLANNING GRANT

A motion was made by Trustee Bruce Stocker and seconded by Trustee Phyllis Paro to enact Bill 101 as Ordinance 09-24. By roll call vote:

Trustee Howard Pierce	Aye
Trustee Michael Ellington	Aye
Trustee Phyllis Paro	Aye
Trustee Bruce Stocker	Aye
Chairman Steve Paro	Aye

All Trustees voted in the affirmative, the motion carried. Bill 101 becomes Ordinance 09-24 upon being duly signed by the Chairman and attested by the Village Clerk.

D. Discuss January, 2010 Board Meeting Date. Attorney Graville said that he would be out of town on the regular meeting date and asked if the date could be moved up a week to January 21, 2010. A motion was made by Trustee Phyllis Paro and seconded by Trustee Bruce Stocker to change the January Board Meeting date to January 21, 2010. All Trustees voted in the affirmative, the motion carried.

E. Review Progress Draft of City Hall Operations Manual. Ms. Asikainen said that she had been writing the City Hall Operations Manual to be approved at the

December Board Meeting. She asked the Trustees to review the manual before the December meeting and advise her of any questions.

- F. Review Drinking Fountain Installation and Discuss Payment of Invoice.** Ms. Asikainen said that she had received an invoice from Roto Rooter for the installation of the drinking fountain at the park. She asked Phil Crimi, Public Works Director, to discuss the problems with the installation. He said that the trench where the water line was installed had been covered but needed more dirt as it had sunk a bit. He said that he had spoken with the contractors on site who said that they were going to come back with more dirt and were going to seed and straw the area but that they never returned. Mr. Crimi also said that he had directed the contractor to install the fountain facing the existing sidewalk but that it was installed backwards. Attorney Graville said that he would review the contract and draft a letter to the company requesting that they correct the installation.

MISCELLANEOUS BUSINESS:

MOTION TO PAY BILLS:

A motion was made by Trustee Bruce Stocker and seconded by Trustee Phyllis Paro to pay all bills. All Trustees voted in the affirmative, the motion carried.

REPORT OF SALARY OR PERSONNEL CHANGES:

MOTION TO HAVE A CLOSED MEETING:

Trustee Ellington stated that he wanted to have a closed meeting but that he did not want the Village Clerk to be present. A motion was made by Trustee Michael Ellington and seconded by Trustee Phyllis Paro to hold a closed meeting immediately following the regular monthly meeting. By roll call vote:

Trustee Howard Pierce	Aye
Trustee Michael Ellington	Aye
Trustee Phyllis Paro	Aye
Trustee Bruce Stocker	Aye
Chairman Steve Paro	Aye

All Trustees voted in the affirmative, the motion carried. A closed meeting will be held immediately following the regular meeting.

ADJOURNMENT:

A motion was made by Trustee Howard Pierce and seconded by Trustee Phyllis Paro to adjourn the meeting. The meeting was adjourned at 7:50 p.m.

Copies of all legislation considered by the Board of Trustees at this meeting were available for inspection by the public prior to the time such legislation was considered by the Board of Trustees.

Respectfully Submitted,

Steve Paro, Chairman

ATTEST:

Megan Asikainen, Village Clerk