

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
BOARD OF ALDERMEN AND MAYOR MEETING MINUTES  
THURSDAY, JANUARY 18, 2024-8:18PM**

**PRESENT Mayor Dinah Tatman, City Attorney Dorothy White-Coleman, Treasurer Rick Rognan and City Clerk Semmie Ruffin-Hall.**

**Mayor Tatman CALLED MEETING TO ORDER at 8:18 p.m.**

**Pledge of Allegiance**

**ROLL CALL: City Clerk Semmie Ruffin Hall called the roll:**

- Alderwoman Theresa Hester- **Present**
- Alderwoman Peg Warnusz- **Present**
- **Alderwoman Lynette VonSeggern-Excused Absence**
- Alderman (Board President) James Thomas, Sr.- **Present**
- Alderwoman Regina Harmon-Ward- **Present**
- Alderwoman Alease Dailes- **Present**
- Alderwoman Alicia Smith- **Present**

**Six Present/One Excused Absence -Quorum was established.**

**MOTION TO APPROVE THE AGENDA**

**Alderwoman Alicia Smith motioned to approve the agenda January 18, 2024 at 8:19 pm, seconded by Alderwoman Regina Harmon-Ward.**

**City Clerk Semmie Ruffin Hall called the roll for approval of agenda:**

- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**Yes**
- Alderwoman Regina Harmon-Ward-**Yes**
- Alderwoman Alease Dailes-**Yes**
- Alderwoman Alicia Smith-**Yes**

**6-Yays/0-Nays. Motion passes.**

## **MEETING OPEN TO THE PUBLIC (With 3-minute time limit)**

### **Carla Hudson-24XX Harbor Landing Circle**

-Read letter provided to the Mayor and Board of Alderman (letter attached)

### **Kathleen Ives-104XX Toelle Lane**

-Read Article 5(19-56)-Fences and similar structures.

-Unlawful acts of fences (5-52)-have to file with City Engineer first

-Approved permit has to be issued before construction begins.

-I am against anyone who has done unlawful acts within the City of Bellefontaine.

-Not to be grandfathered in because you are only opening a can of worms.

-We have chickens we have roosters and no one is doing anything about it.

-I am against a 6-foot fence that has not been properly installed.

-Please, do not approve a fence ordinance until everyone who has put one up illegally removed them.

-Deemed unlawful by Bellefontaine June 21, 1984, Ordinance #1238.

### **Anthony Green-92XX Waldorf Drive**

-Reminder as we get closer to May 2024 the renewal of the Waste Management contract is coming upon us and needs to be worked on.

-Rick Rognan is here and I would like to get an update on the number of bank reconciliations that have been done for the FY22 year.

-Based on my understanding there were roughly 12 past bank accounts city had around FY22.

-Twelve months of those would be 144 monthly bank reconciliations and I would love to hear from the treasurer what the status is.

-How many have been done and how many still have to be done.

-Part of our efficiency process, The Board needs to know where where yall are on that. FY22 audit cannot be completed without the bank recs being done.

-I agree with Carla, I think each board member should be taking some municipal board classes on line, like yesterday. I do not want any board member to think you came to this seat fully equipped. Everyone needs training.

### **Wanda Lane-99XX Martingale Drive**

-I am your Riverview Garden School District Representative and I would like to give an update on the District.

1. We sent letters to parents who students were not immunized. As of January 8 the number was 630 that is an astronomical number of our students who are not immunized, I know that there have been some since then, but I do not have a number. But I am going to ask again please have your child immunized because it protects all of the students. I have had more than one citizen to ask me if I am referring to COVID, we are not referring to COVID. We are talking about the everyday run of the mill childhood diseases (mumps, measles, those chicken poxs or what have you). If you do not believe in immunization or it is against your religion just have to present a letter.
2. School Attendance, we have an ongoing process called CSiP (Continuous School Improvement Plan). One of them is in order for us to regain our accreditation we have to 90% of our students to attend school, 90% of the time. We are way short of that and as of present 35% student population attend school 90% of the time. Encourage them to attend school.
3. Next Tuesday, January 23 we will have a Town Hall Meeting at Westview Middle School at 6:30pm. I am asking all of us please come to the meeting to present your ideas.
4. In regards to training as a new board member, training is intrical for everyone from the mayor's seat on down. According to Missouri Revised Statue 162.203-from the Missouri School Board Association we as new members are mandated 18 ½ hours of training within the first twelve months of our service, that is not an option. We have had six additional in person how to work together as a board training. Everyone did not attend the training because everyone did not think they needed the training, but everyone does.
5. On January 29, I will be attending a training entitled Deep Sakes and AI Impact on Local Elections. We all know it is a real problem so we are all being trained as board members how to recognize and deal with.

**Marcel Scaife-101XX Bellefontaine Road**

- Address a letter he sent to the Board and the Mayor a few weeks ago.
- Primary focus was not to emphasis that the intent behind it was not to assign blame or call anyone out.
- The goal of the letter was to delve deeper into the specific issues our community was facing and explore collaborative solutions for resolutions.

-What I saw is what I read in the Post and I wanted to address it (why letter was written) and I think the Post wrote is what they knew and we are better than that.

-And how collective we come as a community including the residence because we let it go on as well to address some of these issues so we can move the city forward.

-I do not want anyone to take offense because I think we all share some of that blame and we all need to be a solution to those problems.

### **Marcie Gooden-94XX Duenke Drive**

-Reminder as election is approaching April 2, 2024, I am working with The League of Women Voters to schedule some candidate forms.

-We have dates elected which are March 9 and March 19.

-We are in the beginning phases of reaching out to all the candidates who have signed up to be candidacy for this election.

-More information about these candidate forms will be made available the early part of February once we hear back from all the candidates of all their participation.

-Candidate forms will be March 9, which is a Saturday, and March 19, which is a Tuesday.

-League of Women Voters, they will moderate and every question and Q&A will come through them. We are just coordinating but the League of Women Voters will facilitate.

### **Bryant Nelson-9XX Marias Drive**

-Enjoyed the Town Hall session for Police Chief where we could pose questions. Where every citizen who had a question delivered to the candidate and the proper response was given.

-Mrs. Gooden did a great job in the moderation and wanted to give everyone who participated in that a "CLAP HANDS"

-That was a good thing for the city.

### **MOTION TO APPROVE THE INVOICES (JANUARY 3-JANUARY 11, 2024) (\$101,243.92)**

**President James Thomas, Sr. motioned to approve the invoices dates January 3, 2024 through January 11, 2024 for \$101,243.92. Seconded by Alderwoman Theresa Hester.**

### **DISUSSION:**

**Aldерwoman Alicia Smith**-This has been discussed with the City Clerk-check #46714(Rite-A-Way Tree Service) in the amount of \$21,200.00 we, the board never received an RFP/RFQ: then check #46716 for Ad-Media we do have a requisition but no bill and that amount was \$20,591.00 so that amount was pulled. The bill amount is \$56,452.92. More than welcome to be added to the next set of bills along with the RFQ/RFP that should have went out. A requisition is not a bill and yes Mayor Yes we did approve the amount in the budget, however we can allocate hypothetically a million dollars does not mean the amount of the bill should be a million dollars. I would like to go on record of what the ordinance says we need a bill. Again, the amount is \$56,452.92 that is if the board would like to pull them.

**President Thomas** agreed with Alderwoman Smith that the requisition for Ad-Media Signs is a requisition but I believe we had sent, but Director Ross first but this before the board there was a RFQ that stated these no idea why he did not present that again instead of putting it on a requisition because this is not what we need had he put it on the same piece of paper sent us back the piece of paper saying this is being paid at this time because of this. We have three payments to be made and this will be brought up again.

**Mayor Tatman stated** we were in the discussion phase for this so let us vote because we are in the middle of a motion. Let us vote for the first motion that is on the floor to approve the invoices –**January 3, 2024 through January 11, 2024 in the amount of -\$101,243.92.**

**City Clerk Semmie Ruffin Hall called the roll for approval of invoices: (\$101,243.92)**

- Alderwoman Theresa Hester-**No**
- Alderwoman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**No**
- Alderwoman Regina Harmon-Ward-**No**
- Alderwoman Alease Dailes-**No**
- Alderwoman Alicia Smith-**No**

**5-Yays/1-Nays. Motion Fails.**

**Alderwoman Alicia Smith** motioned to approve the check details and finances for January 3, through January 11, 2024 minus check #46714



and check #46716, the total check detail amount should be \$56,452.92: seconded by Alderwoman Regina Harmon Ward.

**City Clerk Semmie Ruffin Hall called the roll for approval of invoices: (\$56,452.92)**

- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**Yes**
- Alderwoman Regina Harmon-Ward-**Yes**
- Alderwoman Alease Dailes-**Yes**
- Alderwoman Alicia Smith-**Yes**

**6-Yays/0-Nays. Motion Passes.**

**TREASURERS REPORT (RICK ROGNAN)**

- Tonight balances in the checking accounts will be presented.
- Page 1-What we got is December 31, 2023 compared to December 31, 2022.
- Right now as of December 31, 2023 the city has in the bank seven million nine hundred eighty-one thousand one hundred one dollars and fifty-one cents. Last year it time seven million twenty-one thousand seven hundred thirty dollars and sixty cents.
- Right now, we have nine-hundred fifty-nine thousand three hundred seventy dollars and ninety-one cents more than, where we were last year.
- Increase of 13.66%.
- ARPA Funds is in that number, we know ARPA has to be spent or ear marked before the end of this year. So we are going to have to appropriate at some point and time before December 31 and or spend the remaining ARPA Funds. Keep that in mind as we move forward.
- Page 2 and 3-I have payroll for a 12 month period. So everyone can see compared to our budget where we are and what is transpiring.
  1. Administration is under budget
  2. Public works is going to be over budgeted because some of the salary and wages related to public works is imbedded into administration we never moved that over.
  3. Recreation Center will be over budgeted on wages this year.
  4. Police appear to be right on target.

- Wages are close to what is anticipated so keep in mind payroll is a significant number to the city's budget. So if we stay on track we will be in good shape.

## **DISCUSSION**

- **Alderwoman Theresa Hester**-how many bank recs do we have opening and how many have we worked on to the date. **Treasurer Rognan responded** if you are looking at the number of bank, keep in mind most of the citizens accounts to date now are closed. So if you look at the December 23, when you go down, you can see for the:

**General Fund** we have six accounts.

1. Regions account has to stay open for 6-8 months to make sure all the deposits go through.
2. Simmons Operating Account
3. Simmons Payroll Account
4. Simmons FSA (Flexible Spending Account)
5. Simmons Park and Rec
6. Simmons Public Works

**Capital Improvement** we have seven accounts.

1. Capital Improvement Tax money.
2. Sewer Lateral
3. Show Me Courts
4. Quartz
5. ARPA
6. Debt Service
7. Street Bond

All of these bank accounts are present. To your point as of December 23 none of those through December has been reconciled as of this date. We were working with the Mayor but the individual we had working with the firm has taken a leave of absence.

**Alderwoman Theresa Hester**-states she has not heard anything more about the MOSIP Account. **Treasurer Rognan responded** stated it came up in October. MOSIP is still going to pay better interest than we are going to get at Simmons and I know the Mayor is working to move this over. So keep in mind if we continually have over five million dollars and we invest a lot of that at 5% that brings in substantial dollars for the city. At Simmons right now there is nowhere near 5%. So we have an opportunity to capture and I know the Mayor on working on that as we speak. If you put your money in MOSIP

right now liquid (available at 2 today). You could get over 5%. It is like 5.3%. A 90-day term is 5.46%. We are not getting anything near that. So the benefit again to the city, it is over \$250,000 in interest that could be utilized for personnel or other benefits.

**Mayor Tatman stated** the reason we have not moved the monies Over, there was a lot of issues transferring monies in all of these Accounts because we had so many. So the MOSIP Account is where we are going to put the ARPA Funds. What I was waiting on was to have a final good number what you guys should have received where the ARPA Funds were. We were waiting on two reimbursement from our Park Grants. So now, we have a good balance to move that money over into the MOSIP Account.

**President Thomas stated** ordinance was passed in '22 and that needs to be done because we are missing money. Even though we were waiting on monies those deposits could have been made after they had arrived.

**Alderman Alease Dailes** asked for total again on the Used Tax What we received so far this year. **Treasurer Rognan responded** now this is July through December. In the P&L it is listed as account 4002.2 and the amount we have collected July 1<sup>st</sup> through December 31, 2023 is \$22,327.80. On an annual basis, that gives us Approximately \$50,000.00 at this point in time.

**Alderman Alicia Smith**-asked where are we with the fiscal year 2022 audit are we at least the bank reconciliations up to June 30, 2022. **Treasurer Rognan responded** No, that is not complete as of this date. **Alderman Alicia Smith** states Okay, and then I keep asking but I'm gonna keep asking because I don't mind and I know you are super busy but can we have the actual physical amount of what is in each account. Or proof of what is in each account. I appreciate what you provided for the ARPA Accounts but can we have something similar for each account so we will know. **Treasurer Rognan responded** are you talking about bank accounts, **Alderman Smith** said yes, **Treasurer Rognan stated** , **Semie** distributed that worksheet out tonight. **Treasurer Rognan stated** it is three pages. Will show the increase in cash revenue in those accounts \$959,370.91. So the money is going into those accounts.



Again we have about 7 or 8, almost 8 million to the point. Not only do we need to do the MOSIP, we have got another 3 million dollars we could put in that account for general fund to earn significant amount of money if the board chooses. **Mayor Tatman stated** there are only 3 more accounts that need to be reconciled and they will be ready by the end of the month. To start on the 2022 Audit. **Alderman Smith** asked are the bank reconciliations done for us to get our audit at least up to June 30<sup>th</sup>,2022. **Rick** says no and you say yes. **Mayor stated** she is there every day and he doesn't have an update. We have three more accounts to be reconciled, if they weren't reconciled you would not have those sheets with the numbers on them. There are 3 accounts left for the physical year 2022 audit to be done, Another RFP will be sent out and it will take another 30-60 days before we can get started because we have to vote for another audit firm.

### **PRESENTATION OF UNAPPROVED MINUTES**

**B.O.A. Meeting Minutes 07-20-23, 12-07-23 B.O.A Meeting Minutes, Special B.O.A Meeting 12-28-23 and Special B.O.A Meeting 12-29-23**

**Alderman Alease Dailes** motioned to approve the unapproved minutes of 07/20/23, 12/07/23, Special B.O.A. meeting 12/28/23 and Special B.O.A. meeting 12/29/23; second by **Alderman Regina Harmon-Ward**.

**City Clerk Semmie Ruffin Hall called the roll for approval of unapproved minutes**

- Alderman Theresa Hester-**Yes**
- Alderman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**Yes**
- Alderman Regina Harmon-Ward-**Yes**
- Alderman Alease Dailes-**Yes**
- Alderman Alicia Smith-**Yes**

**6-Yays/0-Nays. Motion Passes.**

### **OLD BUSINESS:**

**(RFQ /COPIERS)-CITY CLERK**

**City Clerk-Semmie Ruffin-Hall** stated an RFQ went out for copiers in the Front office, Building Department, City Clerks office and Public Works. Three bids came in and they were opened on December 19 at noon. Ameicom, Day-Com and Office Source. I reviewed the bids and would like to recommend Americom which priced at \$398 per month total amount of lease is \$28,330.00 which at the end of 5 years we have the option to purchase or upgrade.

**Alderwoman Alease Dailes** motioned to approve the contract for 60 months in the amount of \$398.00 for Americom Imaging Systems for the four copiers for the City of Bellefontaine Neighbors asked by the City Clerk; seconded **Alderwomans Harmon-Ward and Hester.**

**City Clerk Semmie Ruffin Hall called the roll for approval of Copiers for The City Of Bellefontaine Neighbors**

- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**Yes**
- Alderwoman Regina Harmon-Ward-**Yes**
- Alderwoman Alease Dailes-**Yes**
- Alderwoman Alicia Smith-**Yes**

**6-Yays/0-Nays. Motion Passes.**

**IT/Audit/Laptop Computer Use Policy**

**Mayor Tatman** called for a motion to discuss and vote the **IT/Audit/Laptop Policy**

**Alderwoman Alicia Smith** made a motion to discuss then vote on the laptop policy; second by **Alderwoman Regina Harmon-Ward.**

**City Clerk Semmie Ruffin Hall called the roll for discussion and vote on the IT/Audit/Laptop Policy**

- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**No**
- Alderwoman Regina Harmon-Ward-**No**
- Alderwoman Alease Dailes-**No**

- Alderwoman Alicia Smith-Yes  
**3-Yays/3-Nays. Mayor broke the tie to discuss and vote. Motion Passes.**

**DISCUSSION:**

**Alderwoman Alicia Smith** stated she has a lot of different questions in regards to this laptop policy. One who created it, two it is a lot of different things in regards to the area where it talks about security and then right behind security it talks about the usage or page 3 it talks about use of laptops and it goes all the way into the top part of page 4. That part along with the issuance is contradictory. To my counterparts or family board the reason I asked to discuss this is so it does not continue to keep coming up. We need to go ahead and discuss it either vote yes or no or move one. But that is the discussion part for me, it is contradictory for me.

**Alderwoman Theresa Hester** stated I read the whole contract, what is the contradictory part that you are finding. Security risk if you leave it somewhere, do not download certain apps on computer. It is used for city business. I am trying to understand what can't we get pass it and move on with it because I am using my personal laptop here to get on a zoom. A lot of paperwork wasted when Semmie has print all of this, we could be saving money. So I am trying to understand.

**Alderwoman Alease Dailes** asked **Attorney Dorothy White-Coleman** when the board approved for the laptop to come out of the ARPA Funds once the computers were brought in should they have been released to the board, yes or no. Basically what I am saying once the board approved to purchase the laptops, they came in they should have been released to the board. I am not saying not to indicate serial number , that the elected official signs for it and signature stating any unforeseen damage, you know just not taking care of it you will be responsible for it. Would that be more in line for what we voted for? **Attorney Dorothy White-Coleman** stated **Alderwoman Dailes** I am not sure of what you are asking me, the purpose of this policy is to put in place procedures across the board, which govern access to the city system and deal with security and it deals with the handling of the laptops. All of these things are bundled in one policy. The administration wanted a policy in place. To govern these things before the laptops were released. **Alderwoman Dailes** stated so you wrote the policy,

Attorney White-Coleman stated yes I did. Yes, we assisted and I should say this too. It has not yet been reviewed by Rejis. Sean Holland, who is the individual at Rejis who works with the City, still needs to review this as well. But we wanted to get the feedback from the board, before we went there. Alderman Dailes stated the other question is for a policy when the Board of Alderman have to vote on a policy before it is implemented or in other words what I am saying is if you are going to create a policy or write something out shouldn't it have been brought to the board to see if the board really wanted to agree to that because I am going on references and I had to call the Municipal League and I was told once the board approved the computers we don't have to write a policy. They should have been released to the board. The board stating that you purchased the computers. They should have been distributed to you. I am just going by what I was told. So I wanted to see what your input was because no one from the board wrote it, no one was asked about it. Attorney White-Coleman stated yes, you have been asked for input. Alderman Dailes stated, well let me say this, I was not. Attorney White-Coleman stated November 2 this policy was brought before the board, and we got input at that time. Alderman Dailes stated it was brought before the board; it is the same one I was not asked about the policy. And the other thing I stated we are not employees the last policy says if something happens to this you are going to be fired, or terminated. We are elected officials, we are not staff members. Attorney White-Coleman stated Alderman Dailes that was one of the issues that was raised at the November second meeting and I specifically said, I agree with you, it's not clear what the option will be if it is a public official or an appointed official. So that should be made clear. And it is clear now, if you would look at 4.0 enforcement, its specifically states that an elected official or an appointed official who violates the policy may be subject to the penalty set forth in section 1-10A. Which is the general penalty provisions of the city's ordinances, the city's code. Alderman Dailes I did not see that in the policy I just saw the number. Alderman Smith states 4.0 is there, but what is 4.0, it is not spelled out. Attorney White-Coleman stated Alderman Smith section 4.0 says any employee who violates this policy may be subject to and it gives the penalties for an employee. It goes on to say disciplinary action. As described in the city's personnel manual, including but not limited to reprimand, suspension/termination of employment. Or it says penalties

provided under section 1-10, the general penalty provisions in the city's code. It then goes on to say any elected or appointed official of the city who violates this policy may be subject to penalties provided under section 1-10A the general penalty provisions which are set forth in the city's code of ordinances. **President Thomas stated** I read over this what gets me is, now this is going to be applied to the employees of the City of Bellefontaine, correct. **Attorney White-Coleman** stated yes the policy applies across the board. The scope of the policy and who it applies to is set forth right under the purpose on page one. **President Thomas stated** why a policy could not be written to cover the elected officials and a policy written to cover the employees. Since termination is something that can happen to an elected official, I do not follow the employee guidelines as an elected official. Termination is something that cannot happen to an Elected official. I would like to see a sign off sheet for the computer seeing the serial number; saying that I received it, that I will not put any viruses intentionally into the computer and that would be no problem. By signing it, I agree to it no matter what it says. **Attorney White-Coleman** stated **Alderman Thomas** we were asked to draft one policy that applied across the board, and that is what was done. The only thing that distinguishes the employee from the elected officials is the fact that the punishment for the employees is different from that for the elected officials and that has set forth in section 4.0 the enforcement section. But otherwise, everything in there applies across the board. **Alderman Dailes** I will ask Alderman Thomas to send you the policy that the board would like for you to put together for the Board to vote on. **Attorney White-Coleman** stated if you want two separate policies then certainly, you are entitled to two separate policies, but I don't know if that is necessary. **Mayor Tatman** stated she asked the Attorney because it only supposed to be used by the employee. We have belated this discussion and would like to end it.

**Mayor asked for a motion to vote on and adopt this policy as written.**

**Alderman Hester** motioned to adopt the policy as written;  
**seconded by Alderman Peg Warnusz.**

**City Clerk Semmie Ruffin Hall called the roll vote to adopt the policy as written for the IT/Audit/Laptop Policy**



- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**No**
- Alderwoman Regina Harmon-Ward-**No**
- Alderwoman Alease Dailes-**No**
- Alderwoman Alicia Smith-**No**

**2-Yays/4-Nays. Motion Fails**

**Alderwoman Smith stated for the record. It is not that, because the citizen comments are blowing up it is not the fact that we do not want to sign for the equipment, it is the fact that the contract is not written correctly. So in order to sign something anyone I would hope and pray that you would want it to be correct. That is it.**

**Adjournment**

**Alderwoman Dailes motioned to adjourn the meeting at 9:54pm, Alderwoman Smith, seconded.**

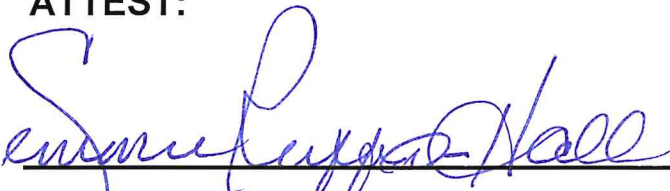
**City Clerk Semmie Ruffin Hall called the roll for adjournment:**

- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderman (Board President) James Thomas, Sr.-**Yes**
- Alderwoman Regina Harmon-Ward-**Yes**
- Alderwoman Alease Dailes-**Yes**
- Alderwoman Alicia Smith-**Yes**

**6-Yays/0-Nays. Motion passes.**

**Adjournment at 9:54 pm.**

**ATTEST:**



Semmie Ruffin-Hall-City Clerk

Approved by the Board of Aldermen on: 2-15-24