

**SPECIAL MEETING**

The City of New Melle Board of Alderman meeting was called to order at 7:00 p.m. The meeting was held at the New Melle City Hall located at 145 Almeling St., New Melle, MO 63365.

**Present at roll call:**

Mayor Rich West

Alderman Nik Bradley

Alderman Doug Bice was absent.

Alderman Don Hendrich

Alderman Janet Karrenbrock

City Clerk Karen Hotfelder

**APPROVAL OF AGENDA**

Alderman Karrenbrock made a motion, seconded by Alderman Hendrich to approve the agenda as submitted. Motion passed unanimously.

**NEW BUSINESS**

1. A motion was made by Alderman Bradley and seconded by Alderman Karrenbrock to accept the Certification of the April 5, 2016 Election Results. Motion passed unanimously.
2. City Clerk Hotfelder swore in Richard West as Mayor for a two-year term and Don Hendrich as Ward 1 Alderman for a two-year term.
3. City Clerk Hotfelder updated the Mayor and Board on the City Hall Maintenance stating that the building had been power washed that day, Peters Heating and Cooling would be coming to inspect the air conditioner next week, Woods Basement would be doing their annual inspection on May 3, Alderman Bradley had installed all items required by the Fire Department Inspection, and that the contract for The Greenwood Group was in the process of being drafted by the City Attorney Steve Martin.
4. The 2013 Audit recommended that the City establish several procedures. City Clerk Hotfelder will work with Allen Schulte of Botz & Deal to comply with those recommendations.
5. A report was issued by City Attorney Martin regarding the cell tower lease terms. The old lease will be submitted to Attorney Martin for review.

**ADJOURNMENT**

Alderman Hendrich made a motion to adjourn at 7:30 p.m., seconded by Alderman Karrenbrock. Motion passed unanimously.

**WORK SESSION**

1. A discussion was held on the purchase of furniture for the City Hall including a board table and desk for the City Clerk. Several suggestions were presented. Prices will be gathered for the meeting in May.
2. At the next Work Session, the City will pick out additional Christmas street decorations and will participate in the Thanksgiving Lighting of the Tree in conjunction with the New Melle Chamber of Commerce.
3. City Clerk Hotfelder will obtain bids from three companies for a new copier/fax machine. One bid has already been received.
4. The Plein Air Event will take place in New Melle on Thursday, April 28. Aldermen Bradley and Hendrich will help with setup for the evening event and City Clerk Hotfelder will help with the morning registration.
5. City Clerk Hotfelder will verify that Carbonite is backing up all computer files and check with the Election Board on write-in candidates and citizen notices that are mailed by the Clerk.

The meeting ended at 8:25 p.m.

Respectfully submitted,

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Karen Hotfelder, City Clerk