

NOTICE OF A WORK SESSION OF THE BOARD OF ALDERMEN

Notice is hereby given that a Work Session of the Board of Aldermen of the City of Shrewsbury, Missouri, will be held at 6:00pm on July 26, 2022 in-person in the Aldermanic Conference Room at the City Center at 5200 Shrewsbury Ave., Shrewsbury, MO 63119 and via Zoom teleconference.

Meeting Link: <https://us06web.zoom.us/j/6889566954?pwd=Tkc3UHBIQXNrK1cycjJBbFRYNjdqdz09>

Meeting ID: 688 956 6954

Passcode: 072622

One Tap Mobile: +13126266799,,6889566954#,,,,*072622#

- A. **Roll Call**
- B. **Approval Minutes:** July 12, 2022 Regular Meeting
- C. **Public Hearing:** 2023 Community Development Block Grant Fund Allocation - \$20,000
- D. **Old Business**
- E. **New Business**
- F. **Hear Citizens:** Live Comments/Questions from Interested Parties (3 minutes per person)
- G. **Closed Session:**

A closed session (Closed Meeting, Closed Vote & Closed Record) will take place at the end of this scheduled Board of Aldermen Open Meeting. Such Closed Meeting with Closed Vote and Closed Record will take place in the Aldermanic Conference Room and said Meeting, Vote and Records will be closed pursuant to RSMo 610.021(3, 13).

- H. **Adjournment**

All interested parties are invited to attend.

The City of Shrewsbury is working to comply with the Americans with Disabilities Act (ADA). Individuals who require an accommodation (sign language interpreter, listening device, an accessible location, etc.) to attend a meeting should contact City Hall, 647-5795 V or use Relay Missouri 1-800-735-2966 TDD, at least 48 hours in advance and communicate their needs.



Elliot Brown,
Interim City Administrator/City Clerk

The next Board of Aldermen meeting is scheduled for August 9, 2022



CITY OF SHREWSBURY

OFFICE OF THE INTERIM CITY ADMINISTRATOR/CITY CLERK

TO: BOARD OF ALDERMEN, MAYOR TRAVAGLINI, DEPARTMENT HEADS
FROM: ELLIOT BROWN
SUBJECT: JULY BOARD OF ALDERMEN WORK SESSION
DATE: JULY 22, 2022

Agenda Items Information:

2023 CDBG Public Hearing

It is time for our annual Community Development Block Grant Public Hearing to decide how to allocate the \$20,000 in federal funds we will be eligible for in 2023. During the hearing, we will review the eligible activities for CDBG funding (Infrastructure & Public Facilities Improvements, Clearance Activities, Public Services, and Rehabilitation & Preservation Activities) and will seek public comments on the use of the funds.

In previous years, the Board allocated \$15,000 towards replacing damaged concrete street slabs in the low-moderate income area of the city (in green on the map in the packet), and \$5,000 towards St. Louis County's Home Improvement Program (HIP). Last year, the Board decided to allocate the entire \$20,000 towards HIP. I have requested data from St. Louis County on HIP utilization but have not received it yet. I hope to have additional information to provide the Board by Tuesday. I have also invited Joel Pugh, Community Development Specialist with the St. Louis County Department of Human Services, to join the meeting.

Closed Session

At the end of the work session, we will hold a closed session pursuant to RSMo 610.021 (3, 13):

(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees.

(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source.

Respectfully Submitted,

Elliot Brown
Interim City Administrator & City Clerk

**CITY OF SHREWSBURY
OPEN MEETING OF THE
BOARD OF ALDERMEN**
July 12, 2022

An Open Meeting of the Board of Aldermen of the City of Shrewsbury, Missouri was held at 6:00 p.m. on July 12, 2022 in the Aldermanic Chambers of City Hall and via Zoom teleconference for the transaction of such business that came before the Board.

Present:	Mayor	Mike Travaglini
	Alderman	Greg Lauter
	Alderman	Keith Peters
	Alderman	John Odenwald
	Alderman	Michael Schmelzle
	Alderperson	Bette Welch
Absent:	Alderperson	Elisa Reeves
Also Present:	Public Works Superintendent	Tony Wagner
	Police Chief	Lisa Vargas
	Fire Chief	Chris Amenn
	Director of Finance	Diana Madrid
	City Attorney	Michael Daming
	Interim City Admin./City Clerk	Elliot Brown

Roll Call

Mayor Travaglini called the meeting to order and Interim City Administrator/City Clerk Brown commenced with the roll call. A quorum was present for the transaction of City business.

Approval of Minutes

Mayor Travaglini introduced the draft minutes from the June 28, 2022 Board of Aldermen Work Session and opened the floor for questions or comments. **Alderman Peters moved to approve the minutes as submitted; Alderman Lauter seconded. The motion carried unanimously by voice vote.**

Hear Citizens #1: None

Approval of Bills – July 2022

Mayor Travaglini introduced the bills for July 2022 and opened the floor for questions or comments. **Alderperson Welch moved to approve the July 2022 bills; Alderman Odenwald seconded. The motion carried unanimously by voice vote.**

Special Event Permit Approval

Interim City Administrator/City Clerk Brown introduced the special event permit request submitted by the St. Michael's Athletic Association to host the annual St. Michael's Streib Co. Soccer Classic in Wehner Park on August 10 through August 21. He added that the permit application was reviewed by staff for completion and was recommended for approval.

Alderman Odenwald recused himself from any vote on the matter to avoid any conflict of interest as the applicant. **Alderman Peters moved to approve the special use permit; Alderman Lauter seconded. The motion carried unanimously by voice vote.**

Temporary Liquor Licenses

Interim City Administrator/City Clerk Brown introduced the temporary liquor license applications submitted by Ed Kopff, of St. Michael the Archangel, to sell alcoholic beverages by the drink at the soccer tournament from August 10 through August 21 and at the Oktoberfest on October 7. He added that the permit applications were reviewed by staff for completion and were recommended for approval. **Alderman Peters moved to approve the temporary liquor licenses; Alderman Lauter seconded. The motion carried unanimously by voice vote.**

Bill 3061 – GFOA Fund Balance Adoption

Mayor Travaglini introduced Bill 3061 sponsored by Alderperson Welch adopting a policy establishing a minimum unrestricted fund balance for the City of Shrewsbury noting that the Bill was read for the first time on June 28, 2022. **Alderperson Welch moved for second reading of Bill 3061; Alderman Schmelzle seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3061 for the second time.**

Alderperson Welch moved for final passage of Bill 3061; Alderman Schmelzle seconded. The following roll call vote was recorded:

Alderman Lauter	-	Aye	Alderman Peters	-	Aye
Alderman Schmelzle	-	Aye	Alderman Odenwald-		Aye
Alderperson Welch	-	Aye			

Bill 3061 was passed and approved as Ordinance No. 3043:

AN ORDINANCE ADOPTING A POLICY ESTABLISHING A MINIMUM UNASSIGNED FUND BALANCE FOR THE CITY OF SHREWSBURY

Public Hearing – Special Use Permit

Bridge Academy Autism Center 7541-7545 Ravensridge Dr.

Mayor Travaglini opened the public hearing on the Special Use Permit request submitted by Etienne Coleman to operate the Bridge Academy Autism Center at 7541-7545 Ravensridge Dr. Interim City Administrator/City Clerk Brown reported that the Plan Commission held a public hearing on the Special Use Permit request on June 8, 2022 and recommended the Board of Aldermen grant the request subject to the submission of updated site plans and the final approval of the Fire Marshal. Applicant Ms. Coleman provided additional information about her business to the Board. Alderman Odenwald voiced his support for the business stating more childcare options for parents with special needs children are needed. There were no comments from the public during the public hearing. Mayor Travaglini closed the public hearing.

Bill 3063 – Special Use Permit Bridge Academy Center

Sponsored by Alderperson Welch

Mayor Travaglini introduced Bill 3063 sponsored by Alderperson Welch granting a special use permit to the Bridge Academy Autism Center to operate a daycare at 7541, 7543, & 7545 Ravensridge Dr. **Alderperson Welch moved for first reading of Bill 3063; Alderman Lauter seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3063 for the first time.**

Alderperson Welch moved to suspend the rules to allow for second reading of Bill 3063 in the same meeting and for second reading of Bill 3063; Alderman Lauter seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3063 for the second time.

Alderperson Welch moved for final passage of Bill 3063; Alderman Lauter seconded. The following roll-call vote was recorded:

Alderman Lauter	-	Aye	Alderman Peters	-	Aye
Alderman Schmelzle	-	Aye	Alderperson Welch	-	Aye
Alderman Odenwald	-	Aye			

Bill 3063 was passed and approved as Ordinance 3044:

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO THE BRIDGE ACADMY AUTISM CENTER, LLC FOR THE OPERATION OF A DAYCARE LOCATED AT 7541, 7543, & 7545 RAVENSRIDGE DR.

Public Hearing – Special Use Permit

Golden Oak Pancake House 7289 Watson Rd.

Mayor Travaglini opened the public hearing on the Special Use Permit request submitted by Besart Asani to operate a restaurant at 7289 Watson Rd. Interim City Administrator/City Clerk Brown reported that the Plan Commission held a public hearing on the Special Use Permit request on June 8, 2022 and recommended the Board of Aldermen grant the request subject to confirmation of adequate parking at the Mackenzie Pointe Shopping Center. Applicant Mr. Asani provided additional information about his business to the Board. There were no comments from the public during the public hearing. Mayor Travaglini closed the public hearing.

Bill 3064 – Special Use Permit Golden Oak Pancake House

Sponsored by Alderman Lauter

Mayor Travaglini introduced Bill 3064 sponsored by Alderman Lauter granting a special use permit to Basart Asani and Golden Oak Pancake House Corporation to operate a restaurant at 7289 Watson Rd. **Alderman Lauter moved for first reading of Bill 3064; Alderman Odenwald seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3064 for the first time.**

Alderman Lauter moved to suspend the rules to allow for second reading of Bill 3064 in the same meeting and for second reading of Bill 3064; Alderman Odenwald seconded. The motion carried unanimously by voice vote. Attorney Daming read Bill 3064 for the second time.

Alderman Lauter moved for final passage of Bill 3064; Alderman Odenwald seconded. The following roll call vote was recorded:

Alderman Lauter	-	Aye	Alderman Peters	-	Aye
Alderman Schmelzle	-	Aye	Alderperson Welch	-	Aye
Alderman Odenwald	-	Aye			

Bill 3064 was passed and approved as Ordinance 3045:

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR BESART ASANI AND GOLDEN OAK PANCAKE HOUSE CORPORATION TO OPERATE A RESTAURANT AT 7289 WATSON RD.

Sign Permits

Interim City Administrator/City Clerk Brown introduced the sign permit applications submitted by Besart Asani (7289 Watson Rd.) and Dr. Elizabeth Abraham (7387 Watson Rd.). He stated the applications had been reviewed by staff and informed the Board that their approval is required for sign permits in C2 zones. **Alderman Peters moved to approve both sign permits; Alderman Lauter seconded. The motion carried unanimously by voice vote.**

Bid Waiver Request

Chief Vargas presented a quote from Logisys Computer Aided Dispatch Systems to integrate the Public Safety departments body cameras with St. Louis County's dispatch system. She stated that Logisys is the sole provider of this equipment and requested the Board waive the bid requirements. **Alderman Odenwald moved to waive the bid requirements and approve the bid; Alderman Peters seconded. The motion carried unanimously by voice vote.**

Department Head Reports

The Department Heads briefly provided citywide updates:

Chief Vargas informed the Board that the Police Department had one applicant so far for the open position that had the appropriate post academy certifications and 2 that still needed to go through the academy. She also reported that Officer Loescher recently resigned his position.

Director Madrid informed the Board that the first meetings of the Finance Commission would be on August 29, 2022 and November 2, 2022. She also reported that S&P recently upheld the City's bond rating of AA- with negative implications and would lower the rating further if the City's general fund reserves continued to drop in the next two years.

Superintendent Wagner informed the Board that Holloran had completed the two concrete projects in the Kenrick Manor subdivision.

Interim City Administrator/City Clerk Brown informed the Board that Golden Oak Pancake House and the Bridge Academy Autism Center would be informed of the Board's decision and both hope to be open by August.

Old Business

Alderman Lauter thanked everyone who helped out with the Fourth of July parade and requested additional City resources be included next year.

New Business

Alderman Odenwald stated he would like to revisit the City’s process for nominating and selecting members of its Boards and Commissions. Mayor Travaglini stated he would like to take this up again at a future work session.

Hear Citizens – None

Adjournment

Alderman Lauter moved to adjourn the meeting; Alderman Peters seconded the motion. The motion passed unanimously by voice vote. The meeting adjourned.

Respectfully Submitted,



Elliot Brown
Interim City Administrator & City Clerk

DRAFT



BOARD OF ALDERMEN

NOTICE OF PUBLIC HEARING:

The Board of Aldermen of The City of Shrewsbury will hold a public hearing to discuss the estimated allocation of \$20,000 in Community Development Block Grant funds. The public hearing will be held at 6:00pm on July 26, 2022 at the Dan Lowery Shrewsbury City Center at 5200 Shrewsbury Avenue, Shrewsbury, Missouri 63119 and via Zoom teleconference:

<https://us06web.zoom.us/j/6889566954?pwd=Tkc3UHBIQXNrK1cycjJBbFRYNjdqdz09>

To further its commitment to fair and equitable treatment of all citizens, the Board of Aldermen of The City of Shrewsbury has enacted and/or enforces the following:

A Fair Housing Ordinance prohibiting unlawful discrimination against any person because of race, sex, color, religion, disability, familial status or national origin;

A Policy of Nondiscrimination on the Basis of Disability in the admission or access to, or employment in, its federally assisted programs or activities;

A Policy of Equal Opportunity to Participate in Municipal Programs and Services regardless of race, color, religion, sex, age, disability, familial status, national origin, or political affiliation;

A requirement for bidding on CDBG activities that promotes employment opportunities created by HUD funding and that these opportunities be afforded low-income community residents and businesses.

If you would like information regarding the above policies or if you believe you have been unlawfully discriminated against, contact the following municipal official or employee who has been designated to coordinate compliance with the equal employment opportunity requirements referenced above.

Additionally, if you are unable to attend the public hearing, you may provide written comments regarding the Community Development Block Grant Program to the following municipal official no later than Friday, July 22, 2022:

Elliot Brown, Interim City Administrator & City Clerk
5200 Shrewsbury Avenue, Shrewsbury, MO 63119
314-647-5795; shrewsbury@cityofshrewsbury.com

If you are a person with a disability or have special needs in order to participate in this public hearing, please contact Elliot Brown, Interim City Administrator & City Clerk, City of Shrewsbury no later than Friday, July 22, 2022.

For More Information Call:

314-647-5795 VOICE

800-735-2466 TDD

1-800-735-2466 RELAY MISSOURI VOICE

1-800-735-2966 RELAY MISSOURI TDD

Equal Opportunity Employer

Publication Date: July 15, 2022

St. Louis County Department of Human Services
Office of Community Development
Community Development Block Grant (CDBG) OVERVIEW

WHAT IS CDBG?

The U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- to moderate-income persons.

NATIONAL OBJECTIVES

All activities funded by the CDBG program must meet one of the following National Objectives:

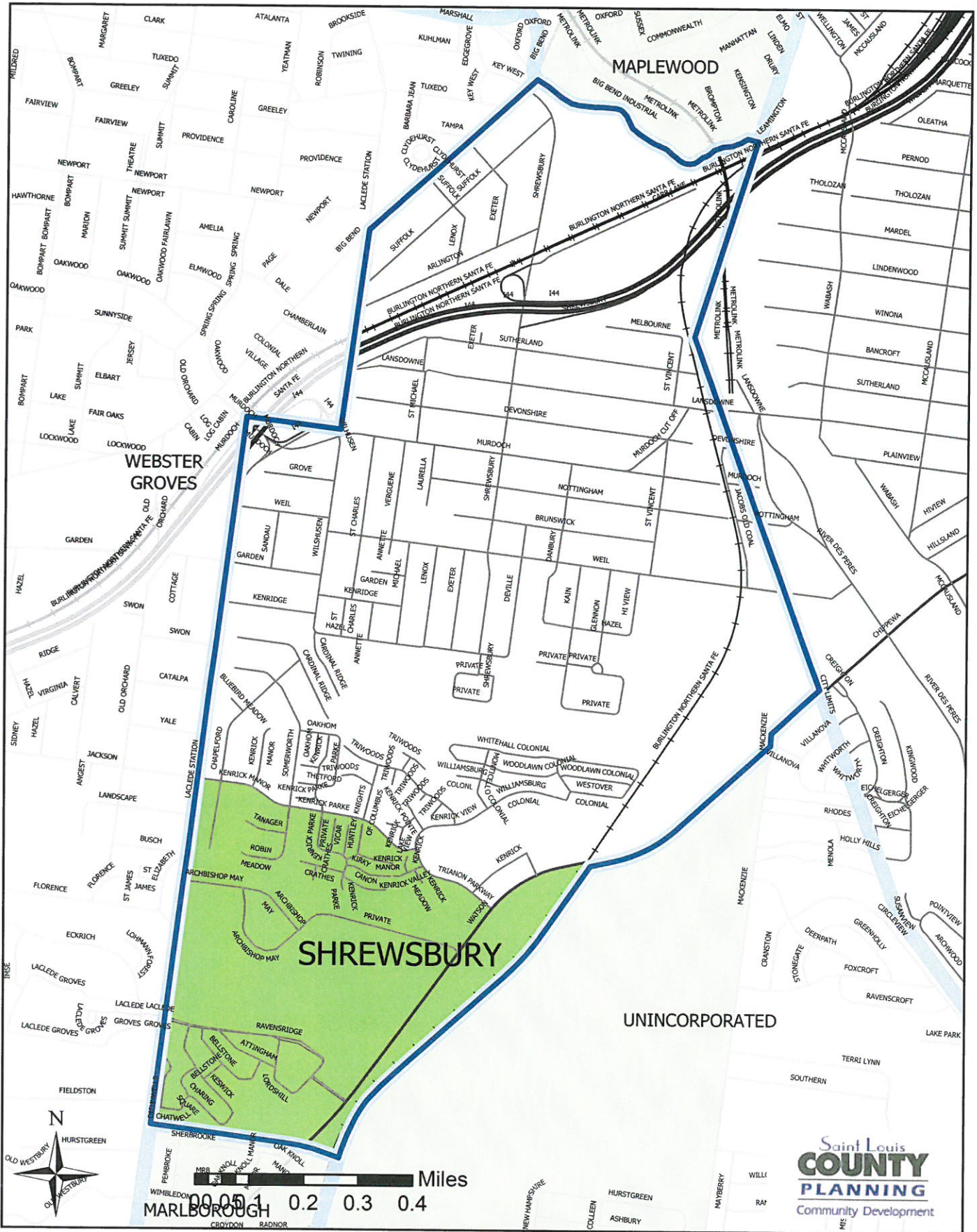
1. Primarily benefit low- and moderate-income residents.
2. Eliminate slums and blight.
3. Alleviate urgent, serious, and critical community needs that are of recent origin.

ELIGIBLE ACTIVITIES

- **Infrastructure & Public Facilities Improvements** - Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, such as streets, sidewalks, parks, water and sewer facilities, sanitary sewers, neighborhood centers, parking lots, fire stations, and ADA accessibility enhancements.
- **Clearance Activities** - Clearance, demolition, and removal of buildings.
- **Public Services** - Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, utility payments, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government. Due to federal restrictions, no more than 15 percent of a municipal allocation may be designated for public service activities without prior Office of Community Development approval. Examples of public services include crime awareness, youth services, neighborhood cleanups, and subsistence payments (rental/utility assistance).
- **Rehabilitation & Preservation Activities** - CDBG funds may be used to finance the rehabilitation of:
 - Privately owned buildings and improvements for residential purposes.
 - Low-income public housing and other publicly owned residential buildings and improvements.
 - Publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.
 - Nonprofit-owned nonresidential buildings and improvements.

INELIGIBLE ACTIVITIES

- Improvements to buildings used for conduct of government such as a city hall.
Exceptions: Police/fire stations, community centers, ADA improvements to government buildings.
- General government expenses such as regular trash pickup.
- Political activities such as campaigns, voter registration drives.
- Activities that support religious worship or proselytizing.



Low to Moderate Income (LMI) by Census Block Group City of SHREWSBURY

Office of Community Development, St. Louis County Department of Planning, March 2019

- Municipal Boundary
- 0-50% Low-to-Moderate-Income
- >51% Low-to-Moderate-Income



St. Louis County Home Improvement Program

The Home Improvement Program (HIP) is a federally funded program, which provides technical advice and financial assistance to qualified homeowners for a variety of home repairs. The program is administered by St. Louis County's Department of Planning, Office of Community Development.

The applicant must be the owner and occupant of the property to be improved. The adjusted gross household income from all adults must meet established low-moderate Income Limits. Homeowners must be current in their mortgage payments and real estate taxes must be paid in full. Applicants are served on a first-come first-served basis until all funds are committed. Applications are taken over the telephone in an interview process.

Approved repairs or replacements necessary to maintain minimum housing code standards are eligible. Homeowners are required to solicit bids and select their own general contractor. The check will be submitted directly to the contractor following final inspection. A participant can receive 100% of the cost of correcting authorized repairs, based on a maximum benefit limit of \$5,000. Program participation is limited to Once In A Lifetime Program Participation, regardless of the fact they married or moved to a different address after five years.

Homeowners are required to sign a 5-year Forgivable Loan Agreement that provides for an annual reduction of twenty percent of the amount of the grant, as long as they continue to own and occupy their house. This 5-year Forgivable Loan Agreement will be on record with the St. Louis County Recorder of Deeds office as an agreement with the property owner.

Interested residents should contact the HIP satellite offices to make an application:

South County Office
4546 Lemay Ferry Road
St. Louis, MO 63129
(314) 615-4025

Saint Louis
COUNTY
HUMAN SERVICES

Office of Community Development

Home Improvement Program

~ As of June 1, 2022 ~
We are accepting applications
for the areas listed below:

To apply, homeowners in these areas should call: 314-615-4025	To apply, homeowners in these areas should call: 314-615-8232
Affton	
Ballwin	
Bella Villa	Breckenridge Hills
Brentwood	Bridgeton
Ellisville	Edmundson
Eureka	Glen Echo Park
Fenton	Jennings
Frontenac	Hazelwood
Glendale	Norwood Court
Grantwood Village	Pagedale
Green Park	Pasadena Park
Kirkwood	Saint Ann
Lakeshire	Sycamore Hills
Lemay	Woodson Terrace
Manchester	
Maplewood	
Marlborough	
Maryland Heights	
Oakland	
Overland	
Richmond Heights	<p>WHY ISN'T MY MUNICIPALITY ON THIS LIST?</p> <p>If you don't see your community listed, it is most likely due to one of the following reasons:</p> <ul style="list-style-type: none"> • <i>There is already a long waiting list for your municipality.</i> Once the waiting list for a municipality reaches a certain length, the municipality is removed from the list until enough applicants are served that the waiting list is shorter. This list is updated every month, so you may want to check back regularly. • <i>Your municipality may not currently participate in the Home Improvement Program.</i> Most municipalities in St. Louis County receive an annual allocation of Community Development Block Grant (CDBG) funds that can be used for a variety of different activities. Not all municipalities allocate their CDBG funds to the Home Improvement Program. • <i>You live in Florissant.</i> Due to its population size, Florissant receives its own CDBG allocation directly from HUD; therefore, it does not participate in St. Louis County's program. For information about Florissant's Home Improvement Program, call 314-839-7680.
Rock Hill	
Shrewsbury	
Sunset Hills	
Valley Park	
Webster Groves	
Wildwood	
Winchester	
<p>Unincorporated Areas of St Louis County that are <i>south</i> of Hwy. 40-64, including Unincorporated Areas in the following zip codes: 63122, 63123, 63125, 63126, 63127, 63128, 63129, 63131, 63011, 63021, 63026, 63038, 63088</p>	

HOME IMPROVEMENT PROGRAM

SUMMARY

The Home Improvement Program (HIP) is a federally funded program, which provides technical advice and financial assistance to qualified homeowners for a variety of home repairs. The program is administered by St. Louis County's Department of Human Services, Office of Community Development.

CRITERIA

The applicant must be the owner and occupant of the property to be improved. The Adjusted Gross household income from all occupants must meet established low-moderate Income Limits. Homeowners must be current in their mortgage payments and real estate taxes must be paid in full. Applicants are served on a first-come first-served basis until all funds are committed. Applications are taken over the telephone in an interview process.

PROCESS GUIDELINES

Approved repairs or replacements necessary to maintain minimum housing code standards are eligible. Homeowners are required to solicit bids and select their own general contractor. The check will be submitted directly to the contractor following final inspection. A participant can receive 100% of the cost of correcting authorized repairs, based on a maximum benefit limit of \$5,000. Program participation is limited to Once In A Lifetime Program Participation, regardless of the fact they married or moved to a different address after five years.

Homeowners are required to sign a 5-year Forgivable Loan Agreement that provides for an annual reduction of twenty percent of the amount of the grant, as long as they continue to own and occupy their house. This 5-year Forgivable Loan Agreement will be on record with the St. Louis County's Recorder of Deeds office, with the property, as an Agreement.

HUD FY 2022 Income Limits
HOME IMPROVEMENT PROGRAM
For St. Louis County, Missouri
Effective April 19, 2022

NUMBER OF PERSONS	Income Limits
1	53,150
2	60,750
3	68,350
4	75,900
5	82,000
6	88,050
7	94,150
8	100,200

For each person in excess of eight, multiply the 4-person base, times:

09 - 1.40
10 - 1.48
11 - 1.56
12 - 1.64

13 - 1.72
14 - 1.80
15 - 1.88
16 - 1.96

EX: 9 people at Level 1 – 75,900 X 1.40 = 106,250 (Round out to the nearest \$50)

Income Limit areas are based on FY 2022 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2022 [Fair Market Rent documentation system](#).

<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

OFFICE OF COMMUNITY DEVELOPMENT