

**WORK SESSION**

A Work Session was called to discuss the permit process and revise permits for clarification.

The City of New Melle Board of Aldermen meeting was called to order at 5:50 p.m. by Mayor Burt. The meeting was held at the New Melle City Hall, located at 145 Almeling Street, New Melle, MO.

Roll Call:

- √ Mayor Steve Burt
- √ Alderman Goodman
- √ Alderman Schneider
- √ Marcia Gay, City Clerk
- √ Alderman Bradley
- √ Alderman Karrenbrock

Approval of the Agenda

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

There were no comments for Open Forum. Mayor Burt closed Open Forum at 6:01

The Board of Aldermen reviewed each permit including the Building Permit Process instruction form. It was decided to outline the permit forms for submission to the city with specific notation to ‘Residential’ or ‘Commercial’ permits. The instructions, permit fees, permit applications and other documents such as rezoning, variance, business license and liquor license applications will be arranged on the city website to be easier to complete the permit process. The review will continue with Cochran Engineering to change/revise the permits to reflect documents needed for permit approval or other suggestions to simplify the process.

**ADJOURNMENT**

Alderman Goodman made a motion, seconded by Alderman Karrenbrock to adjourn at 6:50 p.m. Motion passed unanimously.

Respectfully submitted,

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Marcia Gay, City Clerk