



City of Berkeley, Missouri
Town Hall Meeting
September 29, 2025
Minutes

Mayor Crawford-Graham called the Town Hall meeting to order at 06:00pm. The Mayor explained why the meeting was being held and went over the power point presented to the public, explaining how the council and departments work for the community.

Councilwoman Holmes, Councilwoman Williams, Councilman Hoskins, Councilwoman Anthony, and Councilman Hindeleh were present and quorum established. The Acting City Manager and Department Directors and Supervisors were also present.

Mayor Crawford-Graham power point details:

- Introduction of the Council members
- Introduction of the City Manager's staff
- Opening
 - We are honored to host this town hall meeting; it is a pleasure to see so many familiar faces gathered here today at our City Hall. This gathering reflects the strength and unity of our community.
 - This evening, we come together not just as residents speaking with the Council but as a vibrant community committed to making our city a better place for all of us. Each of you play a vital role in our existence, shaping our future, and your voices matter.
 - We will take questions but ask that you reserve them until the end of our presentation.
 - Let's talk about why we are here.
- Why are we here?
 - We have exciting updates to share regarding upcoming projects and initiatives aimed at enhancing our neighborhoods. Our town hall meeting provides us an opportunity for healthy dialogue to promote a better understanding of the needs for our Berkeley Community.
 - We are also going to explain our Council responsibilities and why it's important for residents to communicate with their council person to convey concerns so we can address them with the applicable staff. The topics for our town hall meeting are:
 - Council Responsibilities
 - Ongoing cleaning efforts of our city
 - Home Improvement Program
 - Dollar Home Program
 - Staff Responsibilities
 - Council Pay
- Mayor and Council Responsibilities
 - The form of government provided for under the Charter shall be known as a Council-Manager government.
 - Pursuant to the provisions of this Charter and subject only to the limitations imposed hereby and by the Constitution of Missouri, all powers of the City shall be vested in an **elective Council**. The Council shall appoint a City Manager who shall execute the laws and administer (or manage) the government of the City.
 - ***Section 9: Without limitation of the powers conferred upon the City in Article 1, Section 2, or by any other provision hereof, the Council shall have power by ordinance to act on your behalf to approve the budget, spend lawfully, adopt public safety laws, handle matters of real estate, adopt building codes & ordinances, establish zoning regulations and so much more.*** There are copies of Section 9 for you to take with you; if you have any questions about our responsibilities, reach out to me or your councilperson.
 - We are elected by you and work on your behalf. With these responsibilities, let's talk about our on-going projects that greatly benefit our residents.
- Ongoing Cleanup of Our City
 - Many thanks to our Public Works Department. This department is responsible for the cleanup of our city. Public Works is comprised of four divisions:
 - Streets- street repair, street sweeping, street signage replacement, work orders for vegetation overgrowth, and tree trimming.
 - Building Inspections and Code Enforcement- occupancy inspections, enforcement of code violations, residential and building inspections.
 - Facilities- maintenance of all city owned building to include HVAC and custodial cleaning for city hall, fire, and police departments.

- Fleet Maintenance- maintenance for all city owned vehicles and equipment.
- In Section 9, subsection (18) the Council is to do all things whatsoever necessary or expedient for promoting and maintaining the comfort, education, morals, safety, peace, government, health, welfare, trade, commerce, or industry of the City and its habitants. We are bringing back the Home Improvement Exterior Grant Program with that in mind.
- The Dollar Home Program
 - The Dollar Home Program is established to allow the City to purchase substandard housing units and offer them for sale in the City at a fair market price. The purpose of this program is to rehabilitate substandard housing units which are having an adverse impact upon our residential neighborhoods and to resell the units to owner-occupants providing an increase in new affordable housing stock that will address affordable housing and neighborhood stabilization.
 - This is a great program for first time home buyers moving into the community, to purchase, rehab and reside in their newly rehabbed home.
 - The program guidelines can be found in our online codes, Section 400.1300. There are some copies at the back table.
 - Our employees have a great impact on city operations; we would like to share with you a summary of each department responsibilities. With that said let's discuss staff responsibilities.
- Employee Responsibilities
 - The city has 14 departments that include 8 divisions that encompasses administration, public works and public safety departments. Each department works together to carry out the daily operations of the City of Berkeley.
 - Administration is comprised of the City Manager, HR Director, HR Assistant and Receptionist. The City Manager is responsible for the overall daily operations of the city. HR Director are assists with hiring, process, benefit administration, onboarding, offboarding, exit interviews, progressive discipline and ensuring staff adheres to policy. The HR Assistant provides administrative support to the HR Director, the receptionist answers incoming phone calls, transfers to applicable department and greets customers as they enter city hall.
 - Information Technology is a division of administration that is responsible for all IT related resources for the City of Berkeley to include, internet, phone repair, surveillance footage for city owned properties, assigning email and user ids, server maintenance, and all communication efforts for the city. This department is the lifeline for our data and backup systems.
 - The Finance department a division of administration is the core of city operations, this department includes a finance director, staff accountant, accounts payable, finance license clerk and finance administrative assistant is responsible for all the financial matters of the city to include accounts payable, budget preparations, payroll, budget management, and investments. Finance supports the operations of the city by preparing a yearly fiscal budget to track city expenditures and revenues.
 - The police department consists of a police chief, major, two captains, sergeants, corporals, and police officers. The police department is responsible for enforcing the laws and ordinances for the City of Berkeley. The help curtail crime by assigning officers to a designated sector to patrol. They investigate complaints and provide police reports upon request. The police department is working to improve their community outreach. The department hosted their first coffee with a cop community event which allowed for the residents and business communities to discuss areas of concern and listen to suggestions to better their involvement.
 - The fire department a division of public safety consists of a fire chief, two deputy chiefs, administrative captain, shift captain, fire fighters, EMT, and paramedics. The fire department responds to EMS call to include, fires, accidents, and other medical emergencies. They also have a great community outreach program in which they engage with the residents offering free CPR classes, coat drives, family movie nights and their department along with the police chair the annual public safety fair.
 - Municipal Division consists of our Judge, Court Supervisor, Court Clerk II, and two assistant court clerks. This department is responsible for adjudicating cases and monthly reporting to the state. Our court currently is a consolidated division because we also provide court services for the City of Moline Acres. The division collects fines and costs associated with the adjudication of court cases. The division holds 4 dockets a month 3 for Berkeley and one for Moline.
 - City Clerk is the record keeper for the city, this role responds to public record requests, provides administrative support to the full council this includes agenda and ordinance preparation.
 - Public works divisions:
 - Streets- consists of public works secretary, supervisor, street lead, and 6 street maintenance workers; street repair, street sweeping, street signage replacement, work orders for vegetation overgrowth, and tree trimming.
 - Building Inspections and Code Enforcement- consists of code supervisor, permit clerk, license clerk, and 4 inspectors occupancy inspections, enforcement of code violations, residential and building inspections
 - Facilities- consists of Director, supervisor, facilities assistant, and two custodians this department is responsible for the maintenance of all city owned buildings to include HVAC and custodial cleaning for city hall, fire, and police departments

- Fleet Maintenance- consists of supervisor, mechanic, mechanic assistant, and secretary maintenance for all city owned vehicles and equipment.
- Economic development- consist of economic development coordinator and this role is responsible for promoting economic growth for the City of Berkeley to include new business ventures that involves creating sustained economic growth and a higher quality of life by fostering job creation, attracting investment, improving community infrastructure and services.
- Council Salary
 - Council Salary is set in the Charter. The charter can be changed by a vote of the people. You've heard tonight about the work we do. From Section 9, we hold a great responsibility for our community. We have three charter amendments for our salary; the last was 1986. It's time for us get a raise. I'm proposing to the residents a charter amendment in the April 2026 Election to increase our pay from \$175.00 per month to the following:
 - Mayor - \$1000.00 per month
 - Councilperson at-Large - \$750.00 per month
 - Councilpersons: \$500.00 per month
 - Section 3: Compensation
 - **[Ord. No. 1639 §1, 1-2-1968; Ord. No. 2351 §1, 8-20-1979; Ord. No. 2785 §1, 1-28-1986]**
 - The compensation of each member of the Council shall be one hundred seventy-five dollars (\$175.00) per month. In addition, each Councilman shall be reimbursed for any necessary and specifically incurred expenses authorized by ordinance or resolution of the Council.
- Thank you for Your Commitment
 - Thank you for being here and for your ongoing commitment to our city. Together, we can continue to build a thriving community that we are all proud to call home.
This is the driving force of my leadership as Mayor and Councilwoman-at-Large of the City of Berkeley.

Public Comments, Questions, and Answers

- The Neighborhood Stabilization Grant will go back to the lottery system next year. The new grant amount will be \$3,000.
- When addressing a light pole that is out, collect the pole number turn it into Public Works.
- The police department requested to address the speeding.
- The Urban League is giving out general assistance starting Oct 1st.
- There is a universal hand signal to use when a person needs help or in distress.
- Ideas for the old city hall lot includes a truck stop.
- A coach would like to restart the football program, who needs to coordinate with the Parks Director. The program will be responsible for having a field Marshall to make sure the park is clean after the games.
- The hole at Frost & Alder is being addressed with Ameren subcontractors.
- Public Works need to address the pooling of water at Cadillac and January.
- Request that the Council visit Joe Court Apartments to evaluate the need of repair.
- The Fire Department offers CPR classes.
- Street signs and Park Signs are needed.

The meeting adjourned at 7pm.

Approved: This day of 2025

Attest:

Rita Crawford-Graham, Mayor

Deanna Jones, City Clerk