

**City of Wright City  
Board of Aldermen Meeting Minutes  
Thursday, January 9, 2014**

**Signed in Attendance:** Chris Orlet from Warren County Record was present.

**City Official Attendance:** Mayor Heiliger, Alderman Schuchmann, Alderman Rowden, and Alderman Bruce were present. Alderman Toothman was absent.

**Staff and Others Present:** City Clerk Christine Martin, Treasurer/Economic Developer Karen Girondo, Superintendent Larry Janish, City Attorney Paul Rost, Lt. Tim Matthews, Trent Edwards and Police Officer Jim Hepperman. Park Director Curt Kehoe was present.

Mayor Heiliger called the meeting to order at 6:30 pm

**Roll Call**

City Clerk Christine Martin called roll with Mayor Heiliger, Aldermen Schuchmann, Rowden, and Bruce present. The City Clerk reported the Mayor and three (3) Board Members present.

**Pledge of Allegiance**

Trent Edwards led everyone in the Pledge of Allegiance

**Approval of Minutes**

**Minutes from Board Meeting of December 30, 2013** - Alderman Rowden made a motion to approve the minutes from the Board of Alderman Meeting of December 30, 2013. Alderman Schuchmann seconded it and the motion unanimously carried.

**Approval of Financial Reports – None**

**Responses to previous comments/concerns – None**

**Open Meeting to public comments/concerns** – Superintendent Larry Janish introduced the new Public Works employee Trent Edwards. Larry said Trent started on January 1<sup>st</sup> during the snow storm and has been working out very well. Mayor Heiliger welcomed Trent Edwards and said he has heard good things about him already.

**Public Hearing - None**

**Recommendations from Planning & Zoning - None**

**Old Business**

**Mobile Home Parks – Responsibility of Water Meters** – City Clerk Christine Martin said she did research it and found some minutes which were included in their packet.

City Attorney Paul Rost said he reviewed the municipal code and stated it seems the City's has been treating it as rental property and should charge the owner of the mobile home. City Attorney Paul Rost said it looks as though the City is receiving a deposit from either the owner of the Mobile Home or tenant and the situation should be treated like any other rental property, which is consistent with State law. Larry Janish stated that Mr. Cannon, owner of the Mobile Home Park, has never been responsible for paying an unpaid bill, unless he owns the mobile home and rents it out. Karen Girondo said that Robin is to call the owner of the mobile home and inform him of the decision. Larry said he talked to Monte Cannon with Pine Forest and he chose not to have the meter sent in to be tested. Paul Rost stated the mobile homes should be treated as single family homes, whoever owns the mobile home is responsible for the bill.

Superintendent Larry Janish discussed frozen meter pits at the Northridge Apartments. He said the bottom of the meter pits blow out due to freezing and some of the shut-off valves also break when they try to repair them. Alderman Schuchmann said he is all for sending a bill to the landlord with a copy to the tenant. If they dispute the bill or dispute correcting the pits to the City's specifications, the meter may be disconnected for failure to comply with specifications. City Clerk Christine Martin suggested adding the bill for damaged meter to the landlord's trash bill. Larry Janish said there were nine meters already fixed. Alderman Schuchmann said the pits should be put in according to City Specs and advised Larry Janish that peanut insulation might work in the pits. Larry stated he will advise the owner of this solution.

### **New Business**

**Salary Adjustments** – Mayor Heiliger recommended salary adjustments to Lt. Tim Mathews changing him to a salary position with a pay of \$43,000 per year, to Civilian records Clerk Nicki Branhof by increasing her pay to \$11.50 per hour, to Denise Queen by increasing her pay to \$13.50 per hour, and to City Clerk Christine Martin changing her to a salary position with an increased pay to \$20 per hour. Alderman Schuchmann made a motion based on the Mayors recommendation to make salary adjustments to be effective on the January 13<sup>th</sup> paychecks for Tim Mathews changing him to a salary position with a pay of \$43,000 per year, to Civilian records Clerk Nicki Branhof by increasing her pay to \$11.50 per hour, to Denise Queen by increasing her pay to \$13.50 per hour, and to City Clerk Christine Martin changing her to a salary position with an increased pay to \$20 per hour. Alderman Rowden seconded it and the motion unanimously carried.

**LAGERS Retirement System** – Treasurer Karen Girondo stated the ordinance was on the Agenda for passage for LAGERS Retirement Plan. She said it will be the L-1 Plan for one (1) percent using standard retirement age with vesting after 5 years of service. The plan will also account for five (5) years average salary and 100 percent of prior years of service, with deductions to begin with the February 10<sup>th</sup> payroll.

**Enhancement Project - Banze's Pay Request #3** – Treasurer Karen Girondo discussed the Pay Request #3. Alderman Rowden made a motion to approve Banze's Pay Request #3. Alderman Schuchmann seconded it and the motion unanimously carried.

**City Hall Snow Day** – City Clerk Christine Martin asked the Mayor and Board what type of leave should be used for Monday when the City Hall was closed due to the weather. The Mayor and Board stated that vacation or comp time should be used.

**Payment Agreement Status Report** – City Clerk Christine Martin discussed Account #201517002. Alderman Schuchmann made a motion to revoke the pay agreement for Account 201517002 due to late and missed payments and the balance on the account.

**Sewer Surcharge** – Treasurer Karen Gironde asked the Board if the sewer surcharge should continue. Alderman Schuchmann said he was all for stopping the surcharge at the next billing as set in the ordinance. The other Board Members agreed.

**Midwest Petroleum – Charge Process for Purchases** - City Clerk Christine Martin discussed the charge account with Midwest Petroleum and that they are updating the method of charge accounts by adding other options. She said they are offering four (4) options on a charge plan which are by Generic User, by Driver Only, by Vehicle, or Store Card. The Board agreed on a Store Card being issued for each department with a credit limit of \$2,000.

**UB Payment Agreement Request – Account #100500003** - Alderman Schuchmann made a motion to accept the payment agreement request. Alderman Rowden seconded it and the motion unanimously carried.

**Emergency Plan – City Buildings** - Alderman Schuchmann discussed the recent water line break in the Police Department and recommended that a book be created with an Emergency Plan for all City Buildings showing where the water shut-off is and other emergency information, and that it is located in City Hall for easy access. Larry Janish discussed raising the meter pit and adding signage to also show its location.

**Exit Signs** - Larry Janish discussed the exit signs not working correctly and said he will get them fixed. Alderman Rowden said there needs to be an Exit Evacuation Plan.

**Snow Removal** – City Clerk Christine Martin asked about a designated person to clean City Hall Sidewalks. Alderman Schuchmann made a motion to approve Stuart Bruning to be the designated person to clean City Hall sidewalks and entrances. Alderman Rowden seconded it and the motion unanimously carried.

**Security** - City Clerk Christine Martin stated Denise also needed a safety buzzer for alerting the Police Department in the case of a security problem. Alderman Schuchmann said he will look into what is needed to add the buzzer for safety.

**Utilities Disconnect Hearing** – Mayor Heiliger opened the hearing. There were no questions or comments. Mayor Heiliger closed the hearing. Alderman Schuchmann made a motion to proceed with the Utility Disconnects per City ordinance. Alderman Rowden seconded it and the motion unanimously carried.

**Utility Billing Adjustment Report – December** – Alderman Rowden made a motion to approve the December Utility Billing Adjustment Report. Alderman Bruce seconded it and the motion unanimously carried.

**UB Payment Agreement Request – Account #100364003** - Alderman Schuchmann made a motion to accept the payment agreement request. Alderman Rowden seconded it and the motion unanimously carried.

**Ordinance/Resolutions**

**Bill #01-14 – Ordinance** - An Ordinance was read by title. AN ORDINANCE AMENDING CHAPTER 120 OF THE CODE OF ORDINANCES OF THE CITY OF WRIGHT CITY, MISSOURI, PERTAINING TO FINANCIAL OPERATION. Alderman Rowden made a motion to read Bill #01-14 a second time by title. Alderman Schuchmann seconded it and the motion unanimously carried. After the second reading, Alderman Schuchmann moved that Bill #01-14 be placed upon final passage. Alderman Rowden seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #01-14 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Bruce	Yea
Alderman Toothman	Absent	Alderman Rowden	Yea

The Bill having the majority vote of the members present was adopted. Said Bill was thereupon presented to the Mayor and President of the Board for their signatures and approval and then duly signed and becomes Ordinance #817 of the City of Wright City, Missouri.

**Bill #02-14 – Ordinance** - An Ordinance was read by title. AN ORDINANCE AUTHORIZING THE CITY TO BECOME A PARTICIPATING POLITICAL SUBDIVISION OF THE MISSOURI LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM. Alderman Rowden made a motion to read Bill #02-14 a second time by title. Alderman Bruce seconded it and the motion unanimously carried. After the second reading, Alderman Schuchmann moved that Bill #02-14 be placed upon final passage. Alderman Rowden seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #02-14 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Bruce	Yea
Alderman Toothman	Absent	Alderman Rowden	Yea

The Bill having the majority vote of the members present was adopted. Said Bill was thereupon presented to the Mayor and President of the Board for their signatures and approval and then duly signed and becomes Ordinance #818 of the City of Wright City, Missouri.

**Reports**

**Park** – Park Director Curt Kehoe was absent

**Public Works** – Superintendent Larry Janish reported to the Board.

Snow Storms – Larry Janish said they’ve been working on repairing equipment after the snow storms. They used 20 pallets of salt and 80 tons of cinders.

Wastewater Treatment Facility – The 100 h.p. blower motor had a malfunction with a welded seam that broke and the company that built the blower motor will be here on Friday to weld the seam.

Well #3 – Larry said Brotcke is here pulling the pump and motor and said he should know something by Monday. Larry discussed the length of time it is taking them to pull the pump.

**Building Official** – No Report was submitted.

**Police** – Lt. Matthews reported to the Board and said they've had 317 calls for service resulting in 9 incident reports. He said they a domestic call with assault in the 2<sup>nd</sup> degree resulting in the suspect being arrested and a \$30,000 bond set. They had an assault on a Police Officer with no injury and the suspect was jailed with a \$100,000 bond. Lt. Matthews said the new reserve officers are working out and said Sgt. Bernard is in charge of the Reserve Officers.

Water Line - Lt. Matthews explained the water line break in the Police Department. He said Service Master was called and they are trying to dry the department out.

Vehicle Purchases - Lt. Matthews requested permission to purchase two used vehicles with low mileage on them for an estimated cost of about \$21,000, which will be under budget. Alderman Schuchmann made a motion to proceed with the purchase of the two (2) vehicles. Alderman Rowden seconded it and the motion unanimously carried.

**City Hall** – City Clerk Christine Martin gave report to the Board. A Business License was issued to The Brickkicker Inspection Services for 107 E.N. First Street. Pending Business Licenses were Steve Green with Action Automotive and HNH Inc. for a donut shop “Wright City Donut Café” in Wildcat Center. Proposed is a Business License for a home occupation for an Internet Firearm Sales Business in the Lake Tucci Subdivision.

Liquor and Peddlers License – None

Business License Renewals – Renewals are coming in daily.

The Personnel Policy Manual was updated and copies will be given to employees with a summary of updates, completed Payroll year-end reports and will be running W2's in the next week or so. There have been three (3) burials in the past week with two funeral homes requesting two urn burials in the next couple of weeks.

**Treasurer/Economic Development** – Treasurer Karen Girondo gave report to the Board. She said financial reports are not completed due to not getting the check from the County yet. She announced that the Auditors will be here March 17<sup>th</sup> for the audit, but will do a walk through on January 13<sup>th</sup>. The new server and the computer for Court have been delivered, but it will be next week until Ken can work on it. The closing for the Refunding Certificates of Participation was completed and all of the funds were transferred. Karen said she attended a TAC meeting and they discussed an initiative partition to put a one-cent sales tax on the ballot for ten years for transportation. She said there will be a list of projects on the ballot that are to be done in ten years. There will also be some public hearings on the transportation issues.

### **Review/Approval of Bills**

Alderman Rowden made a motion to approve the Bills. Alderman Forrest Bruce seconded it and the motion unanimously carried.

**Final Questions** – City Clerk Christine Martin asked if Workshop should be rescheduled. It was decided a Workshop on January 13<sup>th</sup>. She said the Chapter 700

Water Works needed to be discussed. The Mayor thanked the Department Heads for keeping the budget in line. Alderman Schuchmann said he regretted that LAGERS could not have been approved before this year.

**Vote to go to Executive Session** - Alderman Schuchmann made a motion to come out of regular session and go into an executive session to discuss business for the purpose of dealing with matters relating to one or more of the following; Legal actions, causes of action, litigation or privileged communications between the City’s representatives and its attorney (610.021(1)); leasing, purchasing, or sale of real-estate (610.021(2)). Alderman Rowden seconded it and roll call was taken:

Alderman Schuchmann	Yea	Alderman Toothman	Absent
Alderman Bruce	Yea	Alderman Rowden	Yea

The motion carried.

Alderman Schuchmann made a motion to come out of executive session and go into regular session. Alderman Rowden seconded it and roll call was taken:

Alderman Schuchmann	Yea	Alderman Toothman	Absent
Alderman Bruce	Yea	Alderman Rowden	Yea

The motion carried.

**Adjournment** – Alderman Schuchmann made the motion to adjourn the meeting at 8:15 pm. Alderman Rowden seconded it and the motion unanimously carried.

Approved\_\_\_\_\_

Attested\_\_\_\_\_