

City of Wright City
Board of Aldermen Meeting
January 12, 2012, 6:30 pm

Signed in Attendance: Tim Schmidt

City Official attendance: Mayor Heiliger, Alderman Schuchmann, Alderman Toothman, and Alderman Reynolds were present. Alderman Black was absent.

Staff and Others: Superintendent Larry Janish, City Clerk Christine Martin, Treasurer/Economic Developer Karen Girondo, Police Chief Doug Saulters, Police Officer Jim Hepperman, Parks Director Curt Kehoe, and City Attorney Paul Rost were present.

Roll Call

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

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

Pledge of Allegiance

Alderman Schuchmann led everyone in the Pledge of Allegiance.

Approval of Minutes

Board Meeting of December 29, 2011 – Alderman Schuchmann made a motion to approve the Board of Aldermen Meeting Minutes of December 29, 2011. Alderman Reynolds seconded it and the motion carried. Alderman Toothman abstained.

Special Board Meeting of January 10, 2012 – Alderman Schuchmann made a motion to approve the Special Board Meeting Minutes of January 10, 2012. Alderman Reynolds seconded it and the motion unanimously carried.

Responses to previous comments/concerns - None
Open meeting to public comments/concerns - None
Recommendations from Planning & Zoning – None

Old Business

MoDOT Rest Area – Sanitary Sewer Connection - Superintendent Larry Janish said he spoke with Mike Hall, Engineer with Shafer, Kline & Warren, Inc., and he said that MoDOT wants to own the lift station. They will be using very small horsepower pumps and it would not be usable by the City. Larry Janish said the only thing he will need to do is to inspect the connection to the manhole. Alderman Schuchmann said he would like a letter from MoDOT that they are going to own and maintain the lift station. Larry Janish said he will notify Mr. Hall.

Request for Utility Billing Credit Adjustment – Account #500340001 – Treasurer Karen Girondo said she looked at the figures and took off the minimum usage as was needed. Alderman Schuchmann made a motion to approve the Refund for the Utility Billing Credit Adjustment Request. Alderman Reynolds seconded it and the motion unanimously carried.

Utilities Payment Agreement Request – Account #101079004 - Alderman Schuchmann made a motion to approve the Utilities Payment Agreement Request. Alderman Toothman seconded it and the motion unanimously carried.

Surplus Property Distribution – City Clerk Christine Martin explained she and Larry Janish did not get to complete the distribution list as Larry was busy all week with the demolition of Big Boys. Alderman Schuchmann asked that it be put on the report of where we planned to distribute the items and submit it back to the Board.

Employee Evaluations – Draft – Alderman Schuchmann said he was good with the change to the policy manual and the first evaluation form PM Docs was the most comprehensive. He said he talked to the City Clerk and that he didn't think it was necessary to have the employee rating column in it for the employee to rate themselves and feels the supervisor's rating is sufficient. City Clerk Christine Martin asked the Board if they wanted it changed to Mayor or Board for evaluation of the Department Head as there is nothing in the manual to cover Department Heads being evaluated. Alderman Schuchmann suggested the word "Supervisor" be used instead of "Department Head." There were no objections. Police Chief Saulters asked if it will refer to the Police Department, because in the Policy they are creating they have evaluations in it for evaluations for the officers for every six months. He asked if the six-month evaluation can be substituted for the annual evaluation. Alderman Schuchmann said he thought that would be acceptable. Chief Saulters said the officer's evaluations will go into the employee's personnel file. City Attorney Paul Rost said the change should be done by a motion from the Board. Alderman Schuchmann made a motion to amend the Employee Personnel Policy to add the statement that employees need to be evaluated annually by their Supervisors and to use the evaluation form from PM Docs with removal of the employee rating column. Alderman Reynolds seconded it and the motion unanimously carried.

Alderman Schuchmann made a motion to amend the Agenda to add Item 9.f. Kerland Water Line, to the Agenda. Alderman Toothman seconded it and the motion unanimously carried.

Kerland Water Line - Matt Jaspering with Lewis & Bade Engineering was present to discuss the future water line project. Matt said there are two (2) streets left to improve which is the North and South Circle connection and estimate the cost for the project to be between \$60,000 and \$70,000. Matt said Larry Janish indicated he would like to upgrade the existing Elm Street water line. He said one option would be to bore under the railroad and discussed going along West Avenue under the railroad. Larry Janish said there is a bottleneck under Elm Street and the water line is cast iron from Elm to the Hardware Store. Another bottleneck is at Highway 'H'. Larry Janish suggested replacing the water line on Elm Street and move it down to West Avenue and abandon the line on Elm Street. Matt said during the first phase, they stubbed a 10 inch water line on the south side of West Avenue so they could do this at a later date. Larry said the water line is stubbed south of First Street. Matt said he thought we could do North and South Circle and could do either the portion on First Street or do the railroad bore, but probably not all three with the funds allocated. Larry said he doesn't know how they would be able to do the line on First Street

without shutting down the Industrial Park. Alderman Schuchmann said it was discussed before if we were to do the bore under the railroad tracks to replace the Elm Street water line, then to get something out at the Industrial Park we may need to go under the railroad and I-70 at Stringtown Road. Larry Janish said he believes the line comes in as an 8 inch line at the Forest Lake Subdivision, but agreed it feeds from Highway 'J', the North Service Road and eventually feeds off of a 6 inch line further west. Alderman Schuchmann said we can look at boring under the highway or putting up another water tower first so the Industrial Park won't be shut off during construction. Matt said the bore cost under the railroad could be \$40,000 for construction and railroad permits will be about \$8,000 to \$10,000. Matt said their engineering fees will be \$4,000 with the total cost (when combined with the North and Circle upgrades) being somewhere around \$125,000. Karen said there is some money in Water Depreciation. Alderman Schuchmann said his thoughts would be to get Elm Street line replaced, then in the next two (2) years look at boring across the highway or putting a water tower at the Industrial Park. Larry said he will need to dig up near the hardware store to abandon the Elm Street water line and then also abandon the line on the south side of the railroad tracks. Alderman Schuchmann made a motion to proceed with the engineering to replace the Elm Street water line with the West Avenue water line. Alderman Toothman seconded it and the motion unanimously carried. Matt mentioned that C&S will be coming back to do some cleanup in the Kerland Subdivision area under Phase 4, and asked whether the City wanted them to North and South Circle with a change order or to rebid the project. Alderman Schuchmann said we need to discuss it at the next meeting.

New Business

Utility Billing Disconnect Hearing – Mayor Heiliger opened the hearing and asked if there was anyone present regarding disconnects. There was not anyone present and Mayor Heiliger closed the hearing. Alderman Schuchmann made a motion to proceed as scheduled with the Utility Disconnects per City Ordinance. Alderman Reynolds seconded it and the motion unanimously carried.

Utility Billing Adjustment Report for December – City Clerk Christine Martin explained to the Board there has been a policy for the past few years that there are to be no adjustments over \$50 unless approved by the Board, but did not think it was ever discussed if this included charges that needed to be put on an account or just a credit to an account. She explained there are times when customers move in without notifying the City and then we need to do an adjustment to put charges onto an account. Alderman Schuchmann explained that at the time initiated, it was only meant for a credit adjustment exceeding \$50 and is fine with charges being added to an account if needed. City Clerk Christine Martin explained that Robin had made an adjustment over \$50 that should have come to the Board first. Alderman Schuchmann made a motion to approve the Utility Billing Adjustment Report for December. Alderman Toothman seconded it and the motion unanimously carried.

Utilities Payment Agreement Request – Account #300075006 – City Clerk Christine Martin said the account is now in shut-off status. Alderman Toothman said he thought \$25 was too low to accept for payments. Alderman Toothman made a motion to approve a Payment Agreement with \$50 to be paid every two weeks in addition to the regular monthly utility bill, instead of \$25. Alderman Reynolds seconded it and the motion unanimously carried.

Payment Agreement Status – City Clerk Christine Martin gave some status to the Board on Account 300089003 and said she never got a call back from the one Church that was considering helping.

Alderman Schuchmann said he thought the customer should come up with full payment since he had not stuck to the payment arrangement.

ORDINANCE/RESOLUTIONS - None

Reports

Parks – Curt Kehoe gave report to the Board. He discussed Art Classes, Zumba Classes, the Adult and Kid’s Dance Classes, Tiny Tots, Physical Education and Tumbling Classes and said they are all a go. He said the Adult Classes have done well enough that there will be a dance held the first Saturday of every month for the people that have attended the classes. The winter project consists of Jim Bunner designing all new doors for the Park restrooms, with the help from the Wright City Academy students. He stated Saturday, January 14th, will be the first day for Ball registration.

Public Works - Superintendent Larry Janish gave report. He said the wrong seal was shipped to them for the WWTF blower, but a new seal was reshipped to them and the blower is now in operation. Larry said they have been working on Big Boys demolition. Larry said he had someone call on a mobile home today and asked if they could put one in over 10 years old. Larry said it has been discussed before and said with Superintendent’s approval this can be done. Larry said the mobile home is in Arnold, Missouri.

Alderman Schuchmann said to find out the mileage to go look at the home at the IRS rate for mileage which is .55 per mile, the hourly rate for traveling an hour there and an hour back plus adding the cost of Occupancy Inspection fee, then advise them of what the total fee will be. Alderman Schuchmann said the Mobile Home Ordinance was discussed previously and it was decided to leave it ‘as is’.

Building Official - Larry Janish stated there has been no new building permits but one (1) has been applied for. New Home Permits for 2011 was 34. There were two (2) Miscellaneous Permits issued, one was for a sign at 14980-B Veterans Memorial Parkway and one (1) was for a partial basement finish at 116 Turkey Run. There were ten (10) Residential Occupancy Inspections and one (1) Commercial Occupancy Inspections since the last meeting. There were four (4) violations with two (2) resolved and two (2) new violation with letters sent.

Police Department – Police Chief Doug Saulters was present and gave a report to the Board. He said they’ve had 330 calls in the last two weeks and 28 of them had incident reports written on them. Chief Saulters brought up the minutes from the Special Board Meeting of January 10th, 2012, and brought up suggestions for a way to deal with the Liquor License that will be held by “The Wheel Inc.”.

Alderman Schuchmann said he did not mean for the Police Department to cover the tournament, but to schedule another part-time officer that weekend in case problems would break out and to also perform an a walk- thru. Chief Saulters stated in similar cases in St. Charles County, they created wording in the ordinance where the organization having the event would need to provide their security or contract with the Sheriff’s Department for security personnel if they served alcohol on the premises. They then reimbursed the County for what it cost to have the officers present. Chief Saulters also said he’s talked to Larry about closing off a door in the Police Department to make it more secure, but did not know where in the budget to charge it to. It was stated it can be charged to City Hall Building Maintenance.

City Hall – City Clerk Christine Martin gave report to the Board. She stated 2012 Business License Renewals are coming in daily now. She said there were 91 renewals sent out for 2012 and of the 98 Business Licenses issued in 2011, twelve (12) of them have closed. The Surplus Property Sale distribution list will be worked on and submitted to the Board. Year-end payroll reports and fourth quarter payroll reports were completed and W-2’s will be completed next. Monthly Calendars are completed. City Clerk Christine Martin said she noticed that for July 11th Court is scheduled for 5:00 pm

which is a one-time schedule change. She mentioned that Robin sometimes does not get her money put away and asked what can be done for that day. Alderman Schuchmann said he thought we could work around it by instructing the Court that no one for Court will be let in prior to 5:00 pm promptly and water bill payment will be stopped promptly at 5:00 pm.

Treasurer/Economic Development Reports – Treasurer Karen Girondo said December Financials are not done because she was waiting on December Tax collections. Karen said the Bank account agrees with General Ledger. She said she is working on closing out 2011 and won't be completely finished until sometime in February. Karen said the Six Month Financial Statement by State Statute must be published in the paper by January 31st and so she should have it to the paper by January 23rd. She said sometimes the receipts for the County are not received by then so she has two (2) options. They are to publish the Statement without the 2011 Tax Revenues and have it in the paper by January 26th, or can wait for the tax figures and publish by February 2nd. Karen explained that State Statutes states that if you can't publish it by the 31st, you can't issue any checks until the financial statement is published. Karen said Payroll is on January 30th and the next AP checks would be done on February 9th. Alderman Schuchmann said he was fine with February 2nd and there were no objections. Karen said she sent the new auditor the letter accepting their proposal but has not heard from them on when they will be starting their prep work.

She has been busy with Economic Development as she and several members of ECMODEV visited the Missouri Partnership's office in Clayton on Monday. They visited with CEO Chris Chung and their recruiting staff and discussed what the Partnership can do for them. Missouri Partnership's office will be doing a marketing seminar in March for the three county area. She attended the Warrenton Chamber of Commerce/Economic Development Luncheon on Tuesday. Steve Etcher and Josh Beck talked on the new Greater Warren County EDC and announced that Wright City and Warren County are at the very top of the list of who is participating. Karen said she has been working on another site visit for the 51 acres at Highway 'H' & Veterans Memorial Parkway. She met with Louis Copilevitz from RCGA and two site selectors and their clients and gave them a packet of information. The company wants to be in a building and operating by the end of the year.

Karen said Ameren UE has a new Grant cycle for lighting again, as we can't buy ballasts for the T-12 fluorescent lights anymore. Karen said she will talk to the gentleman that worked with the School District for their lighting.

Curt said Robin Polston will be collecting money for their Ball signups if there were no objections.

Review/Approval of Bills - Alderman Reynolds made a motion to approve the bills. Alderman Schuchmann seconded it and the motion unanimously carried

Final Questions – Mayor Heiliger said the Girl Scouts are want to earn their Silver Badge and said he will have them get hold of Larry to paint Fire Hydrants.

Adjournment - Alderman Toothman made a motion to adjourn the meeting at 7:45 pm. Alderman Reynolds seconded it and the motion unanimously carried.

Approved _____

Attested _____