

**City of Wright City  
Board of Aldermen Meeting Minutes  
Thursday, June 13, 2013**

**Signed in Attendance:** Jean Engelage and Loretta Bierer for the Memorial Society, Jim Mikel and Brad Foster from Spirit Foundation, Michael Daniels from Warren County EMA, Forrest Bruce, Gina Allen, and Brendon Kurtz of Lewis-Bade, Inc. Chris Waltz from Warren County Record was also present.

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

**Staff and Others Present:** Superintendent Larry Janish, City Clerk Christine Martin, Treasurer/Economic Developer Karen Gironde, City Attorney Paul Rost, Pastor Joe Purl, Police Chief Doug Saulters, and Police Officer Jim Hepperman. Park Director Curt Kehoe was absent.

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

**Roll Call**

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

**Pledge of Allegiance**

Alderman Smith led everyone in the Pledge of Allegiance

**Approval of Minutes**

**Minutes from Board Meeting of May 23, 2013** - Alderman Schuchmann made a motion to approve the minutes from the Board of Alderman Meeting of May 23, 2013. Alderman Toothman seconded it and the motion unanimously carried.

**Minutes from Special Board Meeting of June 3, 2013** - Alderman Schuchmann made a motion to approve the minutes from the Special Board of Alderman Meeting of June 3, 2013. Alderman Toothman seconded it and the motion unanimously carried.

**Approval of Financial Reports** - Alderman Schuchmann made a motion to approve the Financial Reports. Alderman Smith seconded it and the motion unanimously carried.

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

**Open Meeting to public comments/concerns** – Chris Waltz from Warren County Record discussed the great article in the paper on the Flag Retirement Ceremony. He commended Curt Kehoe for doing a great job of organizing the event.

**Public Hearing – None**

**Recommendations from Planning & Zoning – None**

**Old Business**

**Spirit Foundation – Brad Foster** – Brad Foster from the Spirit Foundation discussed their proposal for the LED lighting with the total cost to the City being \$7,648. He proposed the estimated monthly savings would be \$331 per month, which equates to a savings of \$39,750 over the next 10 years. Total cost would be \$11,539 minus the computer purchase of \$1,904 bringing it to \$9635. After Ameren’s incentive the final cost would be \$7,648. He said they would require a deposit of \$3,824 and \$3,824 at install. Mr. Jim Mikel said they have installed the lights for a few businesses in town including Economy, Mittler Brothers and have completed it for numerous other companies throughout the state. He introduced Elizabeth Fisch, a volunteer. She explained how the Spirit Foundation has helped individuals out financially in the community who needed assistance. There is a program called Performance Savers available to residents for energy saving installations. He said he would drop some pamphlets off to Karen.

**Memorial Society – Annual Contribution** – Jean Engelage from the Memorial Society was present. She explained that with the wet season there has been a lot of mowings, and then asked the Board, on behalf of the Memorial Society, for the annual \$5,000 contribution from the City for the upkeep of the Cemetery. She announced that Friday is Flag Day and asked the Board for help to put up the 197 flags in the Cemetery. She stated they have been putting up the flags since 1997.

**New Business**

**Warren County Emergency Management – Disaster Debris Plan** – Mr. Daniels, Emergency Management Director for Warren County, was present and discussed the Warren County Emergency Plan adopted by the County Commissioners in January 2012. He said the Disaster Debris Plan is the next step in the process because of recent storms and the need for a location in Wright City to haul debris to. The County Commission asked that the Cities adopt the Disaster Debris Plan first before them adopting it as a County Plan. Mr. Daniels said he’s identified the Sewage Lagoon Site as a possible site for storm debris. Superintendent Larry Janish said only 19 acres of that site could be used out of the 29-acre site. Mr. Daniels said he thought an alternate site to use could be one of the City Parks. Alderman Schuchmann said the City would be more than willing to utilize whatever the City had, but would first want to start with the land at the treatment facility.

**Gettysburg Commons Plat 2 – Final Plat & MODOT Lagoon Sanitary Extension**  
Brendon Kurtz with Lewis and Bade was present on behalf of Monte Cannon. He

said they are requesting Final Plat for Gettysburg Commons Plat 2 and for the MODOT Lagoon Sanitary Extension. Superintendent Larry Janish said they need to get the street cleaned up, backfill the road at the curb, and both storm drains fixed, and put a barrier gate at the end of the roadway. Larry asked that it be put in writing to address it. Larry said the Lift Station is up and running. Alderman Schuchmann agreed the items should be corrected, as the City could not approve the final plat because there was no escrow received on it. He said the City could approve the final plat with escrow received on it. Brandon said he would pass the information onto Cannon Builders.

**Payment Agreement Status** - Alderman Schuchmann made a motion to approve the Payment Agreement Status Report. Alderman Smith seconded it and the motion unanimously carried.

**Utility Billing Adjustment Report for May** - Alderman Schuchmann made a motion to approve the Utility Billing Adjustment Report for May. Alderman Smith seconded it and the motion unanimously carried.

**Utility Billing Disconnect Hearing**- Mayor Heiliger opened the Utility Billing Disconnect Hearing and there were no comments or questions. Mayor Heiliger closed the hearing. Alderman Schuchmann made a motion to proceed with utility billing disconnects per City Ordinance. Alderman Toothman seconded it and the motion unanimously carried.

**Policy Draft - Employee Insurance Payments** – City Attorney Paul Rost said it would be added to the Personnel Policy Manual apart from the FMLA section. Alderman Schuchmann said he was okay with the draft. City Clerk Christine Martin said she will be working on a resolution to add all of the recent changes to the Personnel Policy.

**Spring Lakes Lift Station** - Alderman Schuchmann said there has been an agreement reached on the Spring Lakes Lift Station and the City is willing to move forward with passing a resolution to accept Spring Lakes Lift Station. He said Mr. Bernard of Missouri Greater Builders sent over the documents this afternoon.

**City Hall Closing – July 4<sup>th</sup> Holiday** - Alderman Schuchmann said he was okay with closing the City Hall on the July 4<sup>th</sup> Holiday and Friday after the July 4<sup>th</sup> Holiday. Alderman Schuchmann made a motion to close City Hall on Friday, July 5<sup>th</sup>, as a non-paid holiday. Alderman Toothman seconded it and the motion unanimously carried.

**Training - Police Chief's Conference** – Chief Saulters asked for permission to attend this year's Police Chief's Conference. He said due to the Budget constraints, he could possibly put it off until next year. Chief Saulters added that he will need to attend it next year at the latest so he will have the continuing education credits towards his certification. Alderman Schuchmann explained to Chief Saulters if he could wait until next year it would be better due to the Budget constraints.

**Draft of 2012 Audit** – Treasurer Karen Girondo discussed the Draft of the 2012 Audit that was forwarded to them. Karen stated the City had no deficiencies and were in compliance. There may need to be some policy changes for signing of invoices, etc. She said they will submit the final report at the next Board Meeting on June 27<sup>th</sup> and is required to send it to the state by June 30<sup>th</sup>.

**Approval of 2013-14 Liquor Licenses** - Alderman Schuchmann made a motion to approve the submitted Liquor Licenses. Alderman Toothman seconded it and the motion unanimously carried.

**Wisper Water Tower Proposal** – City Clerk Christine Martin said she had some correspondence with Justin Wood of Wisper Wireless Internet Service Provider and they would like to provide Internet connectivity to rural and unserved markets, but would want to use the water tower to do so. Alderman Schuchmann said he would like to have a proposal and asked that he be invited to attend the July Workshop.

**Ordinance/Resolutions**

**Bill # 21-13 – Ordinance** – An Ordinance was read by title. AN ORDINANCE ADDING A NEW CHAPTER 150 TO TITLE I OF THE MUNICIPAL CODE OF THE CITY OF WRIGHT CITY ADOPTING A POLICY PERTAINING TO OPEN MEETINGS AND RECORDS.

Alderman Schuchmann made a motion to read Bill #21-13 a second time by title. Alderman Smith seconded it and the motion unanimously carried. After the second reading, Alderman Smith moved that Bill #21-13 be placed upon final passage. Alderman Toothman seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #21-13 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Smith	Yea
Alderman Toothman	Yea	Alderman Rowden	Absent

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 #794 of the City of Wright City, Missouri.

**Resolution #22-13** – A RESOLUTION ACCEPTING THE LIFT STATION AND SEWER LINES, AND ALL ITEMS OF PERSONAL PROPERTY OR FIXTURES USED, CONSTRUCTED, PLACED OR EXISTING IN CONNECTION WITH OR RELATED TO SAID LIFT STATION LOCATED IN INDIAN LAKES PLAT 1, ON ALL OF LOT 4B OF THE BOUNDARY ADJUSTMENT PLAT FOR LOT 4A AND LOT 5 OF INDIAN LAKE ESTATES PLAT 1, AS SHOWN ON SLIDE D-366 OF THE WARREN COUNTY RECORDS BY THE CITY OF WRIGHT CITY, MISSOURI, FROM GREATER MISSOURI BUILDERS.

Alderman Schuchmann said there is a change of the amount of the agreement from \$26,000 to \$26,159. Alderman Schuchmann made a motion to approve Resolution

#22-13 with the changes as discussed. Alderman Toothman seconded it and the motion unanimously carried. Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Smith	Yea
Alderman Toothman	Yea	Alderman Rowden	Absent

The Resolution having the majority vote of the members present was adopted. Said Resolution was thereupon presented to the Mayor and President of the Board for their signatures and approval and then duly signed and becomes Resolution #22-13 of the City of Wright City, Missouri. (An ordinance for this action will follow)

**Reports**

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

**Public Works** – Superintendent Larry Janish gave report to the Board.

Sewer Back Up at 110 4<sup>th</sup> Street – City Attorney Paul said he would review the claim.

Well #4 – Larry said he received three (3) bids for labor to inspect and repair Well #4 for air in the system; Midwest Hydro was the lowest at \$4975 for labor, N. Fennewald Pump Service, Inc. was \$6,000 to \$7,000 for labor, and Brotcke Well & Pump was \$9826 for labor. He said the price for the check valve and pipe is in question. Larry asked the Board to review the bids and he would call and ask the companies to be more specific. Alderman Schuchmann asked that previous invoices be pulled to review. Larry said they are looking at 690 feet of pipe and they have 150 feet of water over the pump, but the water is milky due to air. Larry said it is a rough cost.

Sirens – Larry said there is still a problem with the siren at Highway ‘H’. Warren Communications is still working on the panel box and has been able to set the siren off remotely, but the 911 Center has not been able to set it off. Warner Communications said the 911 Center has not been able remotely set it off due to the frequency not being picked up.

624 Westwoods Road – Larry Janish said he spoke to the owner of the property, gave her a few days to know what her intention was and he had no response.

**Building Official** – Superintendent Larry Janish provided the Board with report on new home building permits issued. Nine (9) new home permits were issued to date. One (1) Miscellaneous Permit for fire damage on Trails End Drive, three (3) sign permits, three (3) Pool Permits and one (1) Fence was issued. There were eleven (11) residential occupancy inspections, and there were 81 violations reported in the City with some of them resolved.

**Police** – Chief Saulters reported to the Board that the Police Department had 826 calls for service resulting in 46 incident reports and said CID Reports have been forwarded.

Chief Saulters discussed arrests made on burglaries, performed knock and consent to search and obtained drugs out of a residence that is used to make meth.

Patrol stops – resulting in ten (10) arrests for drugs, arrests of eight (8) fugitives from other areas.

Drug Task Force – Chief Saulters said he attended a meeting in Audrain County and was invited to join a Drug Task Force. He said there is 25 percent match of the

Grant they would have to come up with and the fee for any entity is \$8,000 per year. Chief Saulters said the Drug Task Force said they could by with \$4,000 to \$5,000 from the City. He said Warrenton Police Department will be joining the Task Force. He added that New Florence attended the meeting but will not be able to join. Chief Saulters stated they will be waiting for a response from him on joining the Drug Task Force. Alderman Schuchmann suggested that it could possibly happen out of next year's budget.

Donation – Chief Saulters said that the Police Department received a donation of a Box Truck from Pastor Joe Purl and the Nazarine Church. The truck is currently at A&A Towing and they are also donating some time and work to the vehicle.

4<sup>th</sup> of July – Chief Saulters asked if they should continue the same as last year with fireworks restrictions and the Board agreed.

**City Hall** – City Clerk Christine Martin gave report to the Board. There was one (1) pending Business Licenses and it was James Scott for an Antique Mall in the old “R & R” Restaurant building. A new Business License was just issued today to St. Charles County Cab, which will be located in the City of Warrenton. Issued four (4) Business Licenses which were Meramec Specialty dba Fireworks City, David Shaiper Fireworks, Kelly Murphy & Associates dba Weiss Insurance and Reed's Rockets Fireworks.

Liquor Licenses - There were about five (5) licenses received.

Peddler's License – A six-month Peddler's License was issued on June 10<sup>th</sup> for selling security systems and they will have several people going door-to-door.

Custodian – The new custodian is working out good. .

Flag Day – Friday is Flag Day and 197 flags will be put up by Volunteers in honor of veterans buried in the Wright City Cemetery.

**Treasurer/Economic Development** – Treasurer Karen Girondo reported to the Board. Financials - She said May financials went out in the packet and all the expense accounts are at 42 percent where they should be.

WWTF - She's been sending Invoices to Kristen for the WWTF. \$158,967.40 for reimbursement of invoices paid since January 1, 2009, was received from the construction fund. This will leave about \$238,000 which will be applied to the 2007 COP Refinancing. She has been scanning and sending other documents to Kristen of CVR to be sure there are no other problems with other City's bonds or COP Issues.

COPS/Bonds - She had been talking to Joy Howard on the refunding of the COPS/Bonds and she is proceeding.

ACH Refund - Karen discussed a UB Customer that asked to be put on ACH that her bank account was hit twice; she was owed a refund of \$120.16. Alderman Schuchmann made a motion to approve the refund of \$120.16 to a UB customer. Alderman Smith seconded it and the motion unanimously carried.

**Economic Development**, Karen discussed waiting for approval to go to bid on the Sidewalk Lighting Project.

Bell Road - She had been working on the easements for the Bell Road Sidewalk Projects and the City has the plans.

Warren County Historical Society – Guy Schreck asked if the City would approve copies of canvas prints of the picture from Big Boys to be sold. Alderman Schuchmann asked if they would be receptive to the City receiving a small fee for each picture to go back to the Park and to bring their response to the next meeting.

Paul Hunt – Karen said she was contacted by Paul Hunt to ask if the City would be willing to annex the small strip at the North Service Road and Stracks Church Road for possibly erecting a billboard. Alderman Schuchmann asked for more details to be received.

Nieburg Mfg – Karen discussed a cabinet built by Nieburg Manufacturing in about 1870 here in Wright City. The dealer, from the antique store in Warrenton, that has it, is asking if the City would like to purchase it. The Board was not in favor due to the budget constraints.

**Review/Approval of Bills**

Alderman Schuchmann made a motion to approve the Bills. Alderman Toothmann seconded it and the motion unanimously carried.

**Final Questions** – Brad Foster explained that on the LED Lights once Ameren does the approval there is a 30-day window for the funds to be assigned. He said he can go back and get it approved, but they would want a commitment from the City. Alderman Schuchmann stated the City was looking more towards next year for the lighting project for City Hall. Mr. Foster suggested the City enter a lease agreement for the lights. Alderman Schuchmann asked Mr. Foster to get a copy of the lease agreement so the City could review it.

Gina Allen complimented the Mayor and Board on how thorough and well run the meetings were.

Chris Waltz mentioned Steve Etcher leaving BRPC and that the Warren County Record also wished him well. Karen Gironde announced that Curt Kehoe was traveling to Joplin in the morning to assess their Flag Retirement Ceremony, at their request.

**Adjournment** – Alderman Toothman made the motion to adjourn the meeting at 7:50 pm. Alderman Smith seconded it and the motion unanimously carried.

Approved\_\_\_\_\_

Attested\_\_\_\_\_