

**City of Wright City  
Board of Aldermen Meeting Minutes  
Thursday, September 8, 2016**

**Signed in Attendance:** Norman Krutzman, Theresa Kless, Sara Branton, and Bill Schaffer Ellis.

**City Official Attendance:** Mayor Heiliger, Aldermen O'Connor, Dixon, and Toothman were present. Alderman Rowden was absent.

**Staff and Others Present:** City Clerk Christine Martin, Treasurer Karen Girondo, City Attorney Paul Rost, Chaplin Joe Purl, Police Chief Matthew Eskew, Superintendent Larry Janish, Park Director Curt Kehoe and Officer Jim Hepperman.

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

**Roll Call**

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

**Pledge of Allegiance**

Alderman Dixon led everyone in the Pledge of Allegiance.

**Approval of Minutes**

**Minutes from Board Meeting of August 25, 2016** – Alderman O'Connor made a motion to approve the minutes from the Board of Aldermen Meeting of August 25, 2016. Alderman Dixon seconded it and the motion unanimously carried.

**Approval of Financial Reports – August** – Alderman Toothman made a motion to approve the August Reports. Alderman O'Connor seconded it and the motion unanimously carried.

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

**Open meeting to public comments/concerns – None**

**Public Hearings – None**

**Recommendations from Planning & Zoning - None**

**Old Business**

**Wischmeyer Property – Lot 33 Forest Lake** – There was no discussion.

**Sewer Study Grant** – The Mayor and Board decided to have a meeting at 5:30 pm on September 22, 2016, just prior to the regular Board Meeting to discuss it with Kuhlmann Design Group.

## **New Business**

**Proclamation – Constitution Week September 17 – 23, 2016** – Mayor Heiliger signed a Proclamation for Constitution Week from September 17 to 23, 2016.

**Special Permit Request – Ruiz** – Alderman Toothman made a motion to approve the Special Permit to Ruiz with the musing shutting down at 10:00 pm. Alderman Dixon seconded it and the motion unanimously carried.

**2017 MCHCP Employee Health Care Plan** – Alderman Toothman made a motion to approve the PPO 600 Plan and to authorize City Clerk Christine Martin to submit the Selection of Offerings to MCHCP. Alderman Dixon seconded it and the motion unanimously carried.

**TAP Grant** – Treasurer Karen Girondo discussed the TAP Grant and the spread sheet showing the locations to be selected from for sidewalks. They were Indian Head Lodge Road, Roelker Road, and West North Second Street with a total of three (3) bridges involved. It's an 80/20 Grant with the City paying 20 percent. The minimum is \$80,000 and the maximum is \$400,000 that you can apply for, so it must be a \$100,000 project. Karen said she needed guidance for submittal for the November 1<sup>st</sup> deadline, which can be done electronically. The Board decided to use Kuhlman to review the project. Alderman Dixon made a motion to go with Indian Head Lodge Road and West 2<sup>nd</sup> Street North. Alderman O'Connor seconded it with Alderman Toothman voting no and Aldermen O'Connor and Dixon voting yes. The motion carried.

**New FLSA Ruling pertaining to Wages** – Treasurer Karen Girondo explained the new FLSA Ruling to the Mayor and Board and that it takes effect on December 1, 2016.

**Vacation Carryover – Treasurer/Economic Developer and City Superintendent** – Alderman Toothman made a motion to approve the vacation carryover of four (4) days to the end of the year for Karen Girondo and to extend the vacation carryover to the end of October for Larry Janish. Alderman O'Connor seconded it and the motion unanimously carried. She suggested the City allowing employees to automatically carry over a week of vacation per year.

**UB Payment Agreement Status Report** – Alderman Toothman made a motion to accept the report. Alderman Dixon seconded it and the motion unanimously carried.

**UB Balance Adjustment Report for August** – Alderman Toothman made a motion to accept the report. Alderman O'Connor seconded it and the motion unanimously carried.

**2017 Proposed Budget Preparation** – Treasurer Karen Girondo went over the 2017 Budget Preparation timeline with the Board.

**Special Permit – Wright City High School Band** – Bill Schaffer was present to request a Special Permit for the Marching Band Festival on September 24th. The streets will be blocked on Westwoods Road at Bell Road to the west side of Weatherby and to the north side of the south entrance to the elementary School on Wildcat Drive, so that cars can still

get through the area. There will be eight (8) bands doing the parade portion. Alderman Toothman made a motion to approve the special permit. Alderman Dixon seconded it and the motion unanimously carried. He asked if he could get a couple officers for the event.

**Spec Building – Incentives** – Karen Girondo discussed a prospective tenant for the Spec Building and that Bob was checking if there would be any alternatives with the IBC Code due to the type of material being stored. It was discussed on whether or not to waive the water and sewer tap and to move the hydrant by the driveway as requested. Alderman O’Connor made a motion, pending the contract, to waive the hook up fee of water and sewer, but they pay for moving the hydrant. Alderman Toothman seconded it and the motion unanimously carried.

**Hiring of Part-time Office Clerk** – Treasurer Karen Girondo stated that she and City Clerk Christine Martin interviewed three applicants for the part-time clerk position and have selected Charlene Newman with a pay of \$13.00 per hour. Mayor Heiliger made the recommendation to hire Charlene Newman as a part-time clerk at the pay of \$13.00 per hour to start immediately. Alderman Toothman made a motion based on the Mayor’s recommendation to hire Charlene Newman as a part-time clerk at the pay of \$13.00 per hour to start immediately. Alderman O’Connor seconded it and the motion unanimously carried.

**Bill #28-16 Ordinance** – AN ORDINANCE APPROVING AND AUTHORIZING EXECUTION OF A CONTRACT FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR A MUNICIPAL/POLICE/PARK PROJECT. Alderman Toothman made a motion to read Bill #28-16 a second time by title. Alderman O’Connor seconded it and the motion unanimously carried. After the second reading, Alderman Toothman moved that Bill #28-16 be placed upon final passage. Alderman Dixon seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #28-16 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Dixon	Yea	Alderman Rowden	Absent
Alderman O’Connor	Yea	Alderman Toothman	Yea

The Bill having the majority vote of the members present was adopted. Said Bill was there-upon presented to the Mayor and President of the Board for their signatures and approval and then duly signed and becomes Ordinance #892 of the City of Wright City, Missouri.

**Bill #32-16 Ordinance** – AN ORDINANCE AMENDING SECTION 100.050 (“GENERAL PENALTY, CONTINUING VIOLATIONS”), SECTION 300.010 (“DEFINITIONS”) AND SECTION 225.030 (“NOTIFICATION OF PROPERTY OWNER; FAILURE OR REFUSAL TO ABATE; ABATEMENT BY CITY”) OF THE MUNICIPAL CODE OF THE CITY OF WRIGHT CITY, MISSOURI. Alderman Toothman made a motion to read Bill #32-16 a second time by title. Alderman Dixon seconded it and the motion unanimously carried. After the second reading, Alderman Toothman moved that Bill #32-16 be placed upon final passage. Alderman O’Connor seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #32-16 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Dixon	Yea	Alderman Rowden	Absent
Alderman O’Connor	Yea	Alderman Toothman	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 #893 of the City of Wright City, Missouri.

## **Reports**

**Park** – Curt Kehoe reported to the Board and stated they have been rained out for the fall games. They currently have six (6) fall ball teams and five (5) adult teams playing Friday nights. The heavy rains have washed away the load of dirt they were using at the southeast end of Ruge Park. One of the Eagle Scouts will be putting in another flower garden at Diekroeger Park with a tree planted in it to replace a large oak that was removed. Saturday, September 10<sup>th</sup>, there will be a Hunter Safety Clinic at Diekroeger Park with two (2) sessions. After the Hunter Safety Class, the Strassenbash Queens will be cleaning Diekroeger Park Building. Strassenbash will be September 16 and 17<sup>th</sup>.

**Public Works** – Superintendent Larry Janish reported to the Board. He said Roelker Road has been paved and we are waiting for it to be striped.

**Police** – Police Chief Eskew was present. He reported they had 724 calls for service, with 37 incident reports since the last meeting. Some reports included towed derelict autos, summons issued for operating a business without a Business License, fugitive arrests, stolen motor vehicle, two (2) burglaries, possession of drug paraphernalia, domestic assault, and assault with a serious physical injury. He is evaluating the number of hours spent on code enforcement.

He said their newly purchased vehicles are all up and running. Chief Eskew encouraged everyone to attend the 9/11 Service.

**City Hall** – City Clerk Christine Martin went over her report with business licenses with the Board and stated there was still one delinquent business license. A summons was issued. The new owner, Michael Thompson, of Snap Fitness has applied for a business license. Issued a Peddlers License to Wayne Smith Agency/American Family Insurance.

Warren County Hazard Mitigation Plan – The Resolution was forwarded to Boonslick Regional Planning Commission along with some name corrections.

MCHCP – 2017 Employee Health Insurance Deadline – City Clerk Christine Martin stated she will respond to MCHCP with the Selection of Offerings.

Interviews were conducted on three (3) applicants for the part-time position and a selection was made.

**Treasurer/Economic Development** – Treasurer Karen Girondo reported to the Board. She stated that sales tax is running about six (6) percent below budget.

Meetings – Karen attended the Greater Warren County EDC event. It was well attended and the City was given a certificate for their participation in the EDC.

EPC – Karen said that Robin Fuller of EPC is hiring people for the EPC Plant and several were hired from the area.

Cemetery Walk – Karen announced that the Memorial Society is having a Cemetery Walk for the purpose of raising money. There will be several stories of people's lives who are buried in the Cemetery. It will be on September 18<sup>th</sup> at 2:30 pm. They will have homemade cookies and punch in the church basement afterwards.

Karen announced that two (2) residents will be serving on the Board of the Library District and they are Michele Heiliger and Kerry Fast.

Strassenbash – Karen said Strassenbash will be Friday and Saturday on September 16<sup>th</sup> and 17<sup>th</sup>.

**Review/Approval of Bills** – Alderman Dixon made a motion to approve the Bills. Alderman Toothman seconded it and the motion unanimously carried.

**Final Questions** – Pastor Joe said the Food Pantry is 30 days out to starting. Norman Krutzman was present and wants the City to remind contractors that the starting time for beginning in the mornings is 7:00 am. Mr. Krutzman requested copies of the ordinance.

**Vote to go to Closed Session - Executive Session** - Alderman Toothman 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)); and leasing, purchasing, or sale of real-estate (610.021(2)). Alderman O’Connor seconded it and roll call was taken:

Alderman Dixon	Yea	Alderman Rowden	Absent
Alderman O’Connor	Yea	Alderman Toothman	Yea

The motion carried.

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

Alderman Dixon	Yea	Alderman Rowden	Absent
Alderman O’Connor	Yea	Alderman Toothman	Yea

The motion carried.

**Adjournment** – Alderman Toothman made the motion to adjourn the meeting at 8:25 pm. Alderman O’Connor seconded it and the motion unanimously carried.

Approved \_\_\_\_\_

Attested \_\_\_\_\_