

City of Wright City
Board of Aldermen Meeting
October 22, 2009 6:00 pm

Signed in Attendance: Tim Reynolds, Holly Elterman, Tim Schmidt, Danny Campbell, Tony Midiri, Dave and Lyn Walter, Alissha Feeler, Mike Zimmerman, Becky Burge, Keith Armbruster, Ron Smith, Howard Pogue, Debby and Bernard Birger.

Others present not signed in: Lt. John Malcolm, Kurt Daniels, and Kevin White

City Official attendance: Mayor White, Alderman Schuchmann, Alderman Abercrombie, Alderman Black, and Alderman Reynolds were present.

Staff and Others: Superintendent Larry Janish, Economic Developer Karen Gironde, City Clerk Christine Martin and City Attorney Leslie Tolliver-Rogers.

Roll Call

City Clerk Christine Martin called roll with Aldermen Schuchmann, Abercrombie and Reynolds present. The City Clerk reported three Board Members present. Mayor White and Alderman Black were absent.

Mayor White called the meeting to order at 6:00 pm

Vote to go to closed Executive session - Alderman Schuchmann made a motion to come out of regular session and go into executive session to discuss business relating to Legal and Personnel as allowed pursuant to the exception of the provisions of Section 610.021(1)(3) RSMo, Alderman Reynolds seconded it and roll call was taken

Alderman Schuchmann	Yea	Alderman Abercrombie	Yea
Alderman Reynolds	Yea		

The motion carried.

During closed session Mayor White followed by Alderman Black showed up and attended the remainder of the closed session.

Convene to Open Session

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

Alderman Black	Yea	Alderman Schuchmann	Yea
Alderman Reynolds	Yea	Alderman Abercrombie	Yea

The motion carried.

Call Regular Board Meeting to order - Mayor White called the regular meeting to order at 6:30 p.m.

Meeting Minutes

Minutes from Board Meeting of October 8, 2009 - Alderman Schuchmann made a motion to approve the minutes from the Board of Alderman Meeting on October 8, 2009. Alderman Abercrombie seconded it and the motion unanimously carried.

Minutes from Board Meeting of October 15, 2009 - Alderman Schuchmann made a motion to approve the minutes from the Board of Alderman Meeting on October 15, 2009. Alderman Reynolds seconded it and the motion unanimously carried.

Responses to previous comments/concerns - None

Open meeting to public comments/concerns - None

Public Hearing

CGA Gould Group – Request for Conditional Use Permit – Flea Market - Mayor White opened the Public Hearing for comments on the proposed business. There were no representatives present from CGA Gould Group and there were no comments or questions. Mayor White closed the Public Hearing.

Keith Armbruster & Becky Burge – Conditional Use Permit – Home Business - Mayor White opened the Public Hearing. There were no comments. Mayor White closed the Public Hearing.

Recommendations from Planning & Zoning

CGA Gould Group – Request for Conditional Use Permit – Flea Market - Alderman Abercrombie said since there was no one present from CGA Gould Group he recommended tabling it. Alderman Reynolds seconded it and the motion unanimously carried.

Keith Armbruster & Becky Burge – Conditional Use Permit – Home Business - Mr. Keith Armbruster & Becky Burge were present. Dave Walter was present and brought up the Subdivision Covenant for Spring Hill Meadows that does not allow businesses to be operated out of the home. Mr. Armbruster said the business will be conducted outside of the home and he will use a cell phone and has a PO Box. Ms. Becky Burge asked how it is any different from the lady across the street that does party planning or is selling Avon from her home.

Alderman Schuchmann made a motion to table the matter in order for the City Attorney to research it as the City's previous City Attorney said a person operating a business out of a residence should have a legal interest in the property where the business is to be operated out of since we now have a person that wants to run a business out of a residence that he has no legal interest in. Alderman Abercrombie seconded it and the motion unanimously carried.

Ordinance/Resolutions

Resolution #34-09 was presented to the Board. Bill #34-09 was read by title. A RESOLUTION ESTABLISHING A POLICY FOR THE RETENTION OF CITY RECORDS. Alderman Schuchmann made a motion to approve Resolution #34-09. Alderman Abercrombie seconded it and the motion unanimously carried. Roll call was taken with the following vote:

Alderman Abercrombie	Yea	Alderman Schuchmann	Yea
Alderman Black	Yea	Alderman Reynolds	Yea

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. It was then duly signed and becomes Resolution #34-09 of the City of Wright City, Missouri.

Old Business

Comp Time Policy Change - City Clerk Christine Martin explained the change made to the Comp Time Policy after doing the minutes of the previous meeting by adding the Supervisor having to make sure the employee follows the policy correctly. Alderman Schuchmann said he did not think the new line stating the Supervisor needed to be responsible was needed. Alderman Abercrombie said he thought it was a good idea to add it in. Alderman Schuchmann made a motion to approve the draft of the change to the Comp Time Policy as submitted. Alderman Abercrombie seconded it and the motion unanimously carried.

Procedure for Court Clerk Selection – City Clerk explained to the Board as written in her City Hall Report that applications for the Court Clerk position will be accepted until 5:00 pm on October 23rd. She said she would copy all the applications for everyone and for Judge Wohler and get the copies to them on Monday. Approximately 20 applications were received with at least four of them having experience. She said Judge Wohler will be available on Thursday, November 5th or Monday, November 9th at 5:00 pm for interviews. Alderman Schuchmann made a motion to hold a special meeting on Monday, November 2, at 5:30 pm to review and discuss Court Clerk applicants and the Board’s selection for interviews. Alderman Reynolds seconded it and the motion unanimously carried. Alderman Schuchmann made a motion to follow up with a special meeting on Monday, November 9, at 5:00 pm to interview the selected Court Clerk candidates. Alderman Abercrombie seconded it and the motion unanimously carried.

New Business

Business License – Moose Enterprises LLC dba Dorothy’s Family Salon - The business will be operated out of the same strip mall as Ball’s Q-Shack on West North Second Street. The applicant said she is actually taking over the ownership and was the original owner of the business. It has been operated by Karen Woodall for the last ten years. Alderman Schuchmann made a motion to approve the Business License to Moose Enterprises LLC pending submittal of a Missouri Sales Tax Number. Alderman Black seconded it and the motion unanimously carried

Business License – Squat Squad – This was tabled.

Engineer Interview & Selection for Water Study Grant - Karen said all three firms that we received proposals for are present. Mr. Kurt Daniels of Cochran was present and said they just completed a water study project for the City of Warrenton and has one going in Leesburg and for Public Water District #2. They have engineers that work on water studies non-stop and said their firm operates out of three offices. One office is in Sunset Hills, Union and Wentzville. He said this project will be done out of the Wentzville office. He mentioned that they could proceed with the project rather quickly if needed. Alderman Black asked due to the low amount that was bid would there be any shortcuts on the project and Mr. Daniels stated no.

Michael Zimmerman for HDR introduced himself. Also present was Holly Elterman and Alissha Feeler. He stated they have a lot of experience with the City over the years and has a lot of useful historical data. The job would be done out of their St. Charles office by Holly and Alissha. He said they proposed to include multiple growth rates into the study along with a capital improvement plan for the City after a five or ten year span to show where the City needs to be. Mr. Zimmerman said initially they will do a sensitivity analysis and include that in the master plan and also look at various inflation rates for the future. Mr. Zimmerman said his role, as a former owner of Archer Engineering, he will make sure the project is done in a timely manner and if there are any questions he will get the answers for the City. He will work with Karen Girondo to finalize the project and said he would like to continue their relationship with the City.

Kevin White of RJN Group was present. He said they are a consulting engineering firm for wastewater and transportation and have several offices, including one is in St. Louis. They have done work for the cities of Wentzville, St. Charles and the City of St. Louis. He said they appreciated the opportunity to bid on the project. He said they can get on the job very quickly if needed. Karen said the Grant is due in Jefferson City by next Friday.

Alderman Schuchmann thanked the engineers for their quick response to the bid and said due to the City's budget constraints at this time, he would make a motion to go with Cochran Engineering. Alderman Abercrombie seconded it and the motion unanimously carried.

Alderman Black questioned the motion and asked why the meeting with all firms if we were going with Cochran. Alderman Schuchmann explained that the City wanted to meet with all three firms to ask questions about their firm and their plans for the project.

Royalwood Fencing – Alderman Schuchman said he would be abstaining from this matter. Alderman Abercrombie made a motion to table this matter. Alderman Reynolds seconded it and the motion unanimously carried with Aldermen Abercrombie, Reynolds and Black voting yes. Alderman Schuchmann abstained.

GIS Mapping – Karen explained to the Board that the County Assessor set up GIS Mapping for all the county tax maps and when it was originally done the fee for the City to participate would have been \$750 a year. She said when she called to get some new plat maps the cost would be \$25 per map for 22 maps as ours is old and outdated. The total cost would be close to \$500. The Assessor suggested we go online since the cost has been reduced to \$250 per year if we pay in a lump sum or it would be \$25 per month totaling \$300. There is a \$25 initial set up fee and the cost to now have the GIS Mapping is \$250. Karen said it also reduces the time it takes of going up to Warrenton to pull maps.

Alderman Schuchmann made a motion to approve purchasing the GIS Access under plan one for a flat fee of \$250 per year and to enter into an agreement with Warren County Assessors office. Alderman Abercrombie seconded it and the motion unanimously carried. Karen said we can pay for it out of office equipment.

54 Highway J – Anita Lemke - Larry said Anita Lemke could not make it so he would talk on her behalf to request an extension. Larry said the last time she had a dumpster there she incurred cost by having to get a wrecker from Skyline to get it out. Larry said it is so wet you can't get anything in to clean up. He said the cleanup is approximately 80 percent complete with 20 percent left on the ground. Alderman Schuchmann made a motion to approve a time extension of 120 days to allow for a ground freeze to help with the clean up. Alderman Black seconded it and the motion unanimously carried

Park Budget - Karen Girondo said Curt Kehoe was not present but is requesting permission to transfer \$3000 in the Budget from the overtime account to the part-time account to continue with his part-time people until the end of the year, mainly Robbie to assist with his programs. Alderman Abercrombie asked about the part-time salary projection for the end of the year. Karen said as of the end of September there was only \$1800 left in the part-time budget. The part-time salaries has been about \$1400 a month since the grass growing season is over. There are no major Park projects going on at this time.

Alderman Abercrombie made a motion to approve the transfer as requested. Alderman Schuchmann seconded it and the motion unanimously carried

Payment Arrangement Request – Account 100485001 and 300179002 - Alderman Abercrombie made a motion to approve both of the Payment Requests from Account 100485001 and 300179002. Alderman Reynolds seconded it and the motion unanimously carried

Police Officer Resignation and Recommendation of New Hires - Lt. John Malcolm announced that Officer Jordan Exum resigned his full-time paid status with the Wright City Police Department and his last day was October 20, 2009, and said he is leaving to take a position with another venue, but has requested to retain his status as a Law Enforcement Officer with the Wright City Police Department on an unpaid basis. The employer where Officer Exum is going to does not allow their officers to receive financial compensation for law enforcement work from another employer. Lt. Malcolm explained that Reserve Officers are required to put in 18 hours per month. Lt. Malcolm said it has been approved by Chief Matthews for Officer Exum to remain on unpaid status as he has served well during his employment. Alderman Abercrombie made a motion to

approve Officer Exum to remain with the Wright City Police Department in the unpaid status. Alderman Reynolds seconded it and the motion unanimously carried

Lt. Malcolm said Chief Matthews has requested that part-time Officer James Holifield be allowed to fill the vacancy of Officer Exum as a full-time officer as he has been serving for a few months and said he has been an excellent officer. Alderman Abercrombie made a motion to approve hiring Officer Holifield to the vacant full-time position. Alderman Black seconded it and the motion unanimously carried.

Lt. Malcolm said there is a vacancy in the part-time staff with Mr. Holifield moving to full-time and requests permission to fill it with Jeff Tiemann. Lt. Malcolm said he is graduating from the East Missouri Police Academy as we speak. Mr. Tiemann served as a Missouri Probation and Parole Officer for several years and is personally known and well liked by several members of the Wright City Police Department. Alderman Abercrombie made a motion to approve hiring Jeff Tiemann as a part-time officer for the Wright City Police Department. Alderman Black seconded it and the motion unanimously carried

Board Workshop date conflict with Rescheduled Court Date (Nov 19) – City Clerk Christine Martin explained that there is a rescheduled Court Session on November 19th. Alderman Schuchmann made a motion to have the Board of Aldermen Policy Review Workshop moved to November 17th at 6:00 pm. Alderman Abercrombie seconded it and the motion unanimously carried

Reports

Engineering – Holly Elterman gave status of where they are at with the warranty items at the Lagoon and on the blowers. Holly said they have not picked up the parts on the one blower yet and said she will contact Andy Huey when she gets back to the office to make him aware that he should be working on getting us blowers back in working order, especially since there is just the one in place. She said the status on the fabric on the cover is HDR is still working with EFI to keep track of the fabric manufacturer so they know the City is not happy with their response. She said they are working on a resolution to it. Michael Zimmerman added that on the Water Study, the Grant is 90 percent state paid and 10 percent paid from the City.

Park - None

Public Works - Superintendent Larry Janish gave report to the Board. Larry said the resident at 691 Fort Sumpter Court in Spring Lakes called in today and has what he believes is street creep. The street has moved away from the driveway and she wants to know if the City can help. She would like to have it fixed before winter. Her driveway has dropped down from water getting in from the crack. Larry said he looked at the manhole down the street and the street is separated from the manhole. He said it looks like the street has moved. The resident wants to know who will be responsible for it. There is about 100 feet of roadway that appears to have moved. Larry said it's across the dam to the first road on top the hill on the left and asked if any of the Board Members would like to would look at it. Alderman Schuchmann said he would like to look at it and in answer to the question the homeowner will not be responsible for the street. Alderman Schuchmann said an ammonia line goes through there somewhere.

Larry said he is need of an Asphalt Roller/Compactor and wants to get bids. He said they've been using a hand roller for 15 years now. Alderman Schuchmann advised Larry to get bids on new and slightly used rollers. Alderman Abercrombie said he would like the other equipment for safety purchased first. Larry said he would get prices for all of the equipment, including the safety equipment.

Building Official - Larry Janish stated there were two new home permits; one (1) at Gettysburg Commons for Cannon Builders and one for Terbrock Construction at Falcons Crest. There was one (1) Shed permit and one (1) Deck permit. Karen said that makes it 20 to 22 new home permits issued this year.

Police Department - Police Chief Matthews was absent and Lt. Malcolm gave report to the Board. Lt. Malcolm said 213 calls in the last two weeks and had 39 incident reports. They have been fairly busy.

City Hall – City Clerk Christine Martin gave report to the Board. City Clerk said she went to a Census Complete Committee meeting at 5:00 pm yesterday and they are looking for different ways to notify people that the Census is coming. They provided a magnetic banner which is in her office window and small magnets to hand out at the counter. The magnets which also works as a magnetic photo frame will be handed out at “Trunk or Treat” on Halloween by County Commissioner Dan Hampson and possibly again at Santa’s Breakfast. City Clerk Christine Martin also said a copy of the Newsletter is in their packet and that we will hold off putting Subdivision Yard Sales on the Newsletter until spring and will have the ordinance amended by then to include it. The Newsletter is on the Website and available at both Banks in town, Chamber Office and Park building office, Post Office and Economy Supermarket.

Treasurer Report – Karen Girondo gave Report and said she’s been working on the City’s 2010 Budget for the last two weeks and the first draft of it is on the table for the meeting on Tuesday, October 27, 2009, at 5:00 pm. Karen said she’s met with all Department Heads and has gone line by line. Alderman Schuchman said they will meet and do the initial budget and have the Department Heads come if need be. Karen said the Parks does not have the expense side of the Budget because she generates the revenue side for them. It was stated that a meeting notice will be posted for the Budget Meeting.

Economic Development – Karen Girondo said she finished and mailed the Brownfield Grant last week and the Water Study Grant will be ready to mail on Tuesday. Karen said she attended a workshop this week on MERIC which is the information department of DED. She added that she will be out of the office next week Wednesday through Friday for the MEDC Conference. Karen said there will be a Grand Opening on Saturday morning at Classic Outdoor. She mentioned a half acre owned by someone where the property is off of Stuermann Road asked Warren County for a permit and was denied because there is not three acres; it is only two and a half acres. Karen said they asked about deannexation and said she informed them the cost would be born by them. City Attorney Leslie Tolliver-Rogers said she will research deannexation but feels the cost would be on the property owner. Alderman Schuchman asked Leslie if more than an hour to let the Board know. Alderman Abercrombie asked if it will affect the rest of the subdivision and if there are any detention ponds. Alderman Schuchmann said to pull the map before Leslie researches.

Review/Approval of Bills

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

Final Questions - Ron Smith was present and said he owned property in front of the area where the Flea Market wants to go in and it may attract buyers for his property.

Adjournment - Alderman Black made a motion to adjourn the meeting at 7:40 pm. Alderman Reynolds seconded it and the motion unanimously carried

Approved _____

Attested _____