

**City of Wright City
Board of Aldermen Meeting Minutes
Thursday, December 12, 2013**

Signed in Attendance: Rob Hamlin, Bill Stinson, Vickie Vohsen, and Keith Wilson. Chris Orlet from Warren County Record was also present.

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

Staff and Others Present: City Clerk Christine Martin, Treasurer/Economic Developer Karen Girondo, Superintendent Larry Janish, Park Director Curt Kehoe, City Attorney Paul Rost, Pastor Joe Purl, Lt. Tim Matthews, and Police 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 Schuchmann, Rowden, Toothman, and Smith present. The City Clerk reported the Mayor and four (4) Board Members present.

Pledge of Allegiance

Vickie Vohsen led everyone in the Pledge of Allegiance

Approval of Minutes

Minutes from Board Meeting of November 14, 2013 - Alderman Rowden made a motion to approve the minutes from the Board of Alderman Meeting of November 14, 2013. Alderman Toothman seconded it and the motion unanimously carried.

Minutes from Special Board Meeting of November 25, 2013 - Alderman Rowden made a motion to approve the minutes from the Special Board of Alderman Meeting of November 25, 2013. Alderman Toothman seconded it and the motion unanimously carried.

Minutes from Special Board Meeting of December 2, 2013 - Alderman Rowden made a motion to approve the minutes from the Special Board of Alderman Meeting of December 2, 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 Toothman seconded it and the motion unanimously carried.

Responses to previous comments/concerns – None
Open Meeting to public comments/concerns – None

Public Hearing

Amend Municipal Code Title IV Zoning Code, Chapter 430 Commercial Districts, Section 430.140 Commercial Permitted Uses, Conditional Uses and Temporary Uses, by adding Food Trucks as a Conditional Use allowed under all commercial districts; “C-1” Commercial Neighborhood, “C-2” Commercial Central Business, “C-3” Commercial, Shopping Center, “C-4” Commercial, General, and “C-5” Commercial, Downtown. Mayor Heiliger opened the hearing. There were no questions or comments. Mayor Heiliger closed the hearing.

Recommendations from Planning & Zoning

Amend Municipal Code Title IV Zoning Code, Chapter 430 Commercial Districts, Section 430.140 Commercial Permitted Uses, Conditional Uses and Temporary Uses, by adding Food Trucks as a Conditional Use allowed under all commercial districts; “C-1” Commercial Neighborhood, “C-2” Commercial Central Business, “C-3” Commercial, Shopping Center, “C-4” Commercial, General, and “C-5” Commercial, Downtown.

Alderman Schuchmann made a motion to accept the recommendations from Planning & Zoning to approve the amendment to the zoning code, Section 430.140. Alderman Rowden seconded it and the motion unanimously carried.

Old Business

RFQ for Engineer – Waterline Projects – Superintendent Larry Janish said he recommended Lewis & Bade Engineering for the waterline project. Alderman Toothman made a motion to accept Larry Janish’s recommendation to select Lewis & Bade for the engineering on the waterline project. Alderman Smith seconded it and the motion unanimously carried.

Water Bill Procedure – Section 700.320 – Draft Ordinance – City Clerk Christine Martin asked the Board if they would like to have a public hearing for the code change. The Board discussed it and said they would prefer a hearing so the public has a chance to hear and comment on the proposed changes. Alderman Schuchmann said he would be okay with a hearing on the second meeting in January (January 23rd) to discuss the change to Section 700.320 and also for discussion of the water rates. The Board agreed.

2014 Proposed Budget – Treasurer Karen Girondo discussed the proposed 2014 Budget. The Board asked Karen to pull the three (3) percent raises out of the budget and to submit the revised budget at the December 30th Board meeting.

New Business

Appointment to Park Board – Mayor Heiliger made a recommendation to appoint Rob Hamlin to the Park Board. Alderman Schuchmann made a motion to accept Mayor Heiliger’s recommendation to appoint Rob Hamlin to the Park Board. Alderman Rowden seconded it and the motion unanimously carried.

WM Financial Strategies – Joy Howard of WM Financial Strategies was present and discussed the outcome of the Fund Reimbursement of the Revenue Bonds and the two Certificates of Participation she had been working on. She said the official approval will be on December 30th and closing will be on January 9, 2014.

Enhancement Project Update - Sidewalk & Lighting – Eric with Cochran Engineering was present and provided an update of the Enhancement Project for Sidewalks and Lighting. He said the project was nearing completion. He said it was too cold to complete the seeding and mulching at this time and stated the contractor will work with them to complete it in better weather conditions. He said other items such as a handrail that needed to be fabricated and asphalt work will need to be done for a substantial completion.

Enhancement Project - Banze’s Pay Request #2 – Alderman Schuchmann made a motion to approve Banze’s Pay Request #2. Alderman Smith seconded it and the motion unanimously carried.

Wilson Trash Contract Extension – Keith Wilson of Wilson Hauling was present and proposed a four-year extension of the trash contract with no cost increase. The Board was in favor of the extension and asked for a contract to be presented on the 30th of December with approval at the 1st board meeting in January.

U.S. Cellular – Cell Site Decommissioned – Karen Girondo stated we were going to let Dan Vogel of Cunningham, Vogel & Rost handle this matter. City Attorney Paul Rost said there were two issues. One was with the Site Decommissioning and the other with trying to get T-Mobile to commit to either taking the tower down and putting up a different tower.

2014 Calendar Schedule – The Mayor and Board reviewed the 2014 Calendar Schedule. Alderman Schuchmann asked that Planning & Zoning approve of January & February first and to go with the tentative dates for the Fall.

Cemetery Lot Purchases – City Clerk Christine Martin asked the Board how to charge a customer for cemetery lots, as when the agreement to purchase was signed he was charged in-town rates but only worked in town and there is still a balance owed. The balance could change depending on how the Board decides. City Clerk Christine Martin stated there are other agreements that payments were not fulfilled either. Alderman Schuchmann stated he would like to see a summary of the other documents. Alderman Schuchmann made a motion to postpone the decision until it could be reviewed. Alderman Rowden seconded it and the motion unanimously carried.

Payment Agreement Status Report – Review of Account #100332003 – The Board reviewed the Payment Agreement Status Report and Account #100332003 and approved it.

Water Meter Damage – Account #203084002 – Superintendent Larry Janish explained that the customer damaged the water meter while mowing their yard and they already replaced the meter and adjusted the bill to include the cost of the meter. Alderman Schuchmann made a motion to approve a payment agreement of a payment of \$50 per month towards the water meter plus their current bill. Alderman Toothman seconded it and the motion unanimously carried.

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 – November - Alderman Schuchmann made a motion to approve September Utility Billing Adjustment Report. Alderman Toothman seconded it and the motion unanimously carried.

Disposal of Equipment – Public Works - Superintendent Larry Janish explained that their finishing mower needs to be disposed of. Alderman Schuchmann made a motion to approve of the disposal of the finish mower for scrap. Alderman Smith seconded it and the motion unanimously carried.

Hiring of Employee – Public Works - Superintendent Larry Janish recommended the hiring of Trent Edwards for a full-time Public Works employee with pay at \$12.50 per hour with a .50 cent per hour increase when he acquires a water license and .50 cent per hour increase when he acquires his sewer license. Mayor Heiliger recommended hiring Trent Edwards for a full-time Public Works employee with pay at \$12.50 per hour to start the first week of January. Alderman Schuchmann made a motion based on the Mayors recommendation to hire Trent Edwards for a full-time Public Works employee with pay at \$12.50 per hour to start the first week of January. Alderman Toothman seconded it and the motion unanimously carried.

UB Payment Agreement Request – Account #400108010 - Alderman Toothman made a motion to approve the payment agreement as submitted. Alderman Rowden seconded it and the motion unanimously carried.

Hiring of Police Officers - Lt. Tim Matthews was present and recommended the hiring of Jeffery Catron from a part-time to a full-time Police Officer with pay at \$16.50 per hour. Mayor Heiliger recommended hiring Jeffery Catron from a part-time to a full-time Police Officer with pay at \$16.50 per hour. Alderman Schuchmann made a motion based on the Mayors recommendation to hire Jeffery Catron from a part-time to a full-time Police Officer with pay at \$16.50 per hour effective immediately. Alderman Rowden seconded it and the motion unanimously carried.

Codification Estimate – City Clerk Christine Martin asked the Board for permission to proceed with codification of the City’s ordinances for the estimated cost of \$2,178.00 from General Code. Alderman Schuchmann made a motion to proceed with the codification. Alderman Rowden seconded it and the motion unanimously carried.

Wright City Server Bid – Treasurer Karen Gironde went over the bid for a new City Hall Server and explained that City Hall computers have been up and down due to the failing server and said there is enough money in the 2013 Budget to purchase it. Alderman Schuchmann made a motion to proceed with the purchase of the City Hall server. Alderman Rowden seconded it and the motion unanimously carried.

Repair of Water Meter – 400 E. First Street South - Superintendent Larry Janish discussed the water meter that was worked on by the property owner’s contractor and the owner thinks the City should pay for the charges. Larry Janish explained that the City replaced a meter about a year ago due to it not reading correctly, but the bolts came loose and a gasket had blown. Alderman Schuchmann said he would like to put the matter on hold until we can come to some sort of agreement and asked Larry to contact the property owner to discuss it.

Ordinance/Resolutions

Bill #45-13 – Ordinance - An Ordinance was read by title. AN ORDINANCE AMENDING CHAPTER 430 “COMMERCIAL DISTRICTS” AND CHAPTER 435 “INDUSTRIAL DISTRICTS” TO ADD “FOOD TRUCKS” AS A CONDITIONAL USE IN THOSE DISTRICTS; AND AMENDING CHAPTER 615 “BUSINESS LICENSING” BY ADOPTING REGULATIONS FOR FOOD TRUCKS OPERATING IN THE CITY OF WRIGHT CITY, MISSOURI. Alderman Rowden made a motion to read Bill #45-13 a second time by title. Alderman Schuchmann seconded it and the motion unanimously carried. After the second reading, Alderman Toothman moved that Bill #45-13 be placed upon final passage. Alderman Smith seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #45-13 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Smith	Yea
Alderman Toothman	Yea	Alderman Rowden	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 #812 of the City of Wright City, Missouri.

Bill #46-13 – Ordinance - An Ordinance was read by title. AN ORDINANCE AUTHORIZING EXECUTION OF A NATIONAL PURCHASING COOPERATIVE ORGANIZATIONAL INTERLOCAL AGREEMENT. Alderman Schuchmann made a motion to read Bill #46-13 a second time by title. Alderman Rowden seconded it and the motion unanimously carried. After the second reading, Alderman Toothman moved that Bill #46-13 be placed upon final passage. Alderman Smith seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #46-13 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Smith	Yea
Alderman Toothman	Yea	Alderman Rowden	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 #813 of the City of Wright City, Missouri.

Bill #47-13 – Ordinance – An Ordinance was read by title. AN ORDINANCE AMENDING CHAPTER 520 AND SECTION 502.040 OF THE CODE OF ORDINANCES OF THE CITY OF WRIGHT CITY, MISSOURI, PERTAINING TO DANGEROUS BUILDINGS. Alderman Rowden made a motion to read Bill #47-13 a second time by title. Alderman Schuchmann seconded it and the motion unanimously carried. After the second reading, Alderman Schuchmann moved that Bill #47-13 be placed upon final passage. Alderman Rowden seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #47-13 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Smith	Yea
Alderman Toothman	Yea	Alderman Rowden	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 #814 of the City of Wright City, Missouri.

Reports

Park – Park Director Curt Kehoe was present and provided a report to the Board. Curt said the Christmas Parade was cancelled due to the cold weather and said the numbers were down for “Breakfast with Santa”. Curt stated he thought Rob Hamlin would bring a lot to the Park Board.

Public Works – Superintendent Larry Janish informed the Board he did not have a report, as everything he had was on the Agenda.

Building Official – A Code Enforcement Report was included in the Board Packet.

Police – Lt. Matthews reported to the Board and said they’ve had 1102 calls for service resulting in 51 incident reports. He said some of the calls were for sex offenses, had two search warrants, and the Detective Bureau had 17 felony cases they were working on. Lt. Matthews also discussed the pursuit and apprehension of a Warrenton Bank Robber assisted by Jeffery Catron.

City Hall – City Clerk Christine Martin gave report to the Board. There was three (3) Business Licenses issued to Louis Malpocker for Purpose Wrecker LLC, at 15940 Veterans Memorial Parkway, Midwest Grain Transport at 275 W. North Service Road for a trucking dispatch company, and a license was issued to Westbound Real Estate for their location at 21 N. Stringtown Road. A Temporary Business License was issued to Guardian Laminated Building Products Inc. at 305 E. First Street South Unit C for manufacture and distribution of insulation products. 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 home occupation for an Internet Firearm Sales Business in the Lake Tucci Subdivision.

Liquor and Peddlers License – Michael Henderson with Family Heritage received a Peddler’s License from December 3rd to May 3, 2014.

Business License Renewals – Renewals went out in November and many businesses are already coming in to renew their license.

Personnel Policy Manual Updates for 2013 – A summary of the 2013 changes were provided to the Board with an update of the manual to be provided with a resolution at the next meeting.

Treasurer/Economic Development – Treasurer Karen Girondo gave report to the Board. She went over financials and discussed the Chamber invitation for Installation Dinner which will be the Chambers 75th Anniversary, and added that she will be the new Chamber President.

Review/Approval of Bills

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

Final Questions – Alderman Smith announced that effective December 16, 2013 he was tendering his resignation as Alderman.

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 Smith seconded it and roll call was taken:

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

The motion carried.

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

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

The motion carried.

Adjournment – Alderman Schuchmann made the motion to adjourn the meeting at 8:45 pm. Alderman Smith seconded it and the motion unanimously carried.

Approved _____

Attested _____