

City of Wright City
Board of Aldermen Meeting
Thursday, February 24, 2011, 6:30 pm

Signed in Attendance: Timothy Reynolds, Ron Beilsten of Advantage Hockey, Gary Miller of Tri-County Insurance Company, Tony Midiri and Tim Schmidt.

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

Staff and Others: City Clerk Christine Martin, Treasurer/Economic Developer Karen Gironde, Superintendent Larry Janish, Police Chief Doug Saulters and Police Officer Jim Hepperman were present. City Attorney Josh Payton of Cunningham of Vogel & Rost was absent but was contacted by the Board during closed session.

Call Meeting to Order

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

Roll Call

City Clerk Christine Martin called roll with Mayor Heiliger, Aldermen Black, Schuchmann, Reynolds and Toothman present. The City Clerk reported the Mayor and four Board Members present.

Pledge of Allegiance

Tony Midiri led everyone in the Pledge of Allegiance.

Meeting Minutes

Approval of Minutes from the Board Meeting of February 10, 2011 – The minutes were not available.

Responses to previous comments/concerns - None

Open meeting to public comments/concerns – None

Public Hearing - None

Old Business

Business License – BNE Pallet Recycling Corp., 305 E.S. First Street - Superintendent Larry Janish said they have completed everything they have been asked to do. Alderman Schuchmann said there are outside items that will need to be done when weather allows. Alderman Schuchmann made a motion to approve BNE Pallet Recycling Corporation to continue with their Temporary Business License and to put it on the Agenda for the first meeting in April. Alderman Reynolds seconded it and the motion unanimously carried.

Business License – Advantage Hockey Inc., 305 E. S. First Street - Ron Bielsten was present along with his contractor Scott Kohlenhoefer. Mr. Beilsten said they were within five (5) days of having the building ready to go and asked if the Board would consider a contingent Business License pending getting the items done as requested by Mr. Barclay of Brickkicker Inspection Services. Mr. Bielsten turned the meeting over to Mr. Kohlenhoefer. There were 14 items on the letter from Mr. Barclay and Mr. Kohlenhoefer went over all of the items: The handicap parking is approved pending weather, the garage door cover-up to be completed, the illuminated exit lights are being worked on and is not complete, the fire extinguishers is covered under a contract with Rob Smith and will be installed tomorrow, the electrical lighting will take a few days, the guard rails are ordered and should be installed by the end of next week along with fan barriers, the material for the two-hour fire wall is in and they will be starting on it tomorrow, the openings on the south wall are sealed now, the locker room restrooms are not completed but the block and the framing is up and the drywall goes up tomorrow and they will be setting toilets and sinks, they will be taping and putting up the stalls and they will be within two days of having that portion completed, the viewing area is not complete but all the grid work is up for the ceiling but they have not set their tiles yet, he added the lights are working upstairs, the corridor is within a half-day of completion, the sprinkler system is close to being done by Bi-State Fire Protection System and after talking to Todd Vanzuyen the Fire Department has come to an agreement with what has to be done. The last is the final approval when Bob Barclay comes back from out of town. Alderman Schuchmann said Bob left a note stating items 1, 5, 6 and 7 have to be completed before the building can be occupied. Those items are the fire walls, guard rails, electrical lighting and handicap parking. Ron Bielsten said he wants to start operating by the end of next week so they can have some High School Hockey events over the weekend. Mr. Kohlenhoefer said they have about three (3) days of floor installation to do. Alderman Schuchmann made a motion to issue a Temporary business License that will go into effect with passing of the Occupancy Permit by the City Inspector. Alderman Black seconded it and the motion unanimously carried. Alderman Schuchmann said if everything is completed, then it's possible the full Business License can be issued at the next meeting.

Policy for Temporary Water Services - Alderman Schuchmann made a motion to postpone the Policy draft to the next meeting. Alderman Toothman seconded it and the motion unanimously carried.

Generators for WWTF – Superintendent Larry Janish said he gave bids at the last meeting and wanted to talk to the electrician on it first. He would like to stay with something they know such as the Valdor Generator which is something they can get parts for. The price is \$21,435 for the Valdor Generator from Mike’s and it takes 10 weeks for delivery. Larry asked whether it should be natural gas or propane. Larry said it will cost about \$8,000 to get lines run for natural gas and for propane it is just the matter of having a tank set. Alderman Schuchmann made a motion to approve the purchase of the Propane Generator from Mikes in South Roxanna, Illinois. Alderman Reynolds seconded it and the motion unanimously carried.

Big Boys Property - Economic Developer Karen Girondo asked the Board if they wanted to put a time frame on the two (2) letters to go out. Karen Girondo asked about the fee and time frame for the auto repair business. She said \$2,000,000 General Liability Insurance is the minimum that we allow anyone to carry that does anything with the City. Alderman Schuchmann said he is okay with just one dollar for the parking lot lease and suggests putting a time frame for how long that fee would be good for, providing they have liability insurance in place to protect the City. Karen said during Workshop the Board did discuss a six-month period. The Board discussed the description of the area leased and decided it should line up with her rear property line and go out north towards Veterans Memorial Parkway 75 feet by the depth of the lot. The Board expressed that in the letter to the station building tenant we should ask if interested in leasing the building to please contact the City and to include the same requirement of the \$2,000,000 General Liability Insurance. It should be the same stipulation as the other letter. The Board said the lease should be for a six-month period. Karen Girondo said she is still waiting for a call back on someone to remove the painting on the wall.

New Business

Engineering Selection for Enhancement Grant – Karen passed out the evaluation sheets on the engineering evaluations for the Enhancement Grant. Larry Janish said he, Alderman Schuchmann and Harry did the evaluations on the engineers. They narrowed it down to three (3) and he interviewed all three (3) by phone. There were nine firms total. Larry asked if anyone had questions on how they arrived at the final three (3) firms. There was no comment. Alderman Toothman made a motion to recommend Cochran Engineering for the Enhancement Grant based on the selection rating. Alderman Black seconded it and the motion unanimously carried. Mr. Kurt Daniels of Cochran Engineering was present and introduced himself and thanked the Board.

Police Car Purchase/Financing – Police Chief Doug Saulters said they looked at two cars at Friendly Auto Source in Moscow Mills and test drove them and feels they are a good purchase with both having the Police Package. One vehicle is a 2009 Chevrolet Impala with only 30,000 miles on it and covered under warranty. The other vehicle is a 2007 Crown Vic with 55,000 miles on it. He said most of the equipment needed for these cars will be taken out of the other vehicles that the department is planning on selling. They may need to buy a few lights for them, but should stay within budget on them. Alderman Schuchmann made a motion to approve purchasing the two (2) vehicles from Friendly Auto Source in Moscow Mills. Alderman Reynolds seconded it and the motion unanimously carried. Karen said they are looking for a third vehicle as they budgeted \$29,000 for lease-purchase. Karen said a letter was sent to three banks to solicit for the best rate for a lease-purchase of the police vehicles. Alderman Schuchmann agreed and said to go ahead and get the best deal. Karen said she will see if the bank will allow the City to bundle all the vehicles into one lease-purchase instead of on separate accounts.

Bond - Enhancement Grant – Karen Girondo said for the current Enhancement Grant, she was contacted by the Lighting Contractor and he was not paid in full by the General Contractor. Karen said in our contract the City has no obligation to the subcontractor and said the General Contractor is in violation of the contract with the City as he is supposed to pay his subcontractors in the percentage that he gets paid from the City. The subcontractor has asked if we have Performance Bonds on file with the General Contractor on this project and is requesting a copy of the Bond. Karen said she talked to City Attorney Josh Payton and he advised that they should do a Sunshine Request.

Insurance Agent of Record - Karen Girondo said the City had a request for an Agent of Record since we are bidding the City's insurance out at this time. That request was withdrawn. There are four (4) agencies that requested bids and they are due March 23rd.

Hiring of Part-Time Police Officer - Police Chief Doug Saulters requested permission to hire Terry Post as a Part-Time Police Officer. Alderman Schuchmann made a motion to approve Terry Post to be hired as a Part-Time Police Officer. Alderman Toothman seconded it and the motion unanimously carried.

Neptune Products Maintenance Contract Renewal - Superintendent Larry Janish asked the Board for permission to approve the one (1) year maintenance agreement with Schulte Supply for the two (2) wands and two (2) hand-held computers. Larry said after all of the meters are changed out the wands can come off the maintenance agreement. Alderman Schuchmann made a motion to approve the one (1) year Maintenance Agreement with Schulte Supply. Alderman Reynolds seconded it and the motion unanimously carried.

Appointment of Park Employee - Parks Director Curt Kehoe said he and the Park Board would like to ask the Board for permission to hire Holly Blair to the Full-Time Parks Recreation Coordinator position with benefits at the hourly wage of \$10.50. Alderman Schuchmann made a motion to approve Holly Blair to be hired as Full-Time employee with benefits at the hourly wage of \$10.50. Alderman Reynolds seconded it and the motion unanimously carried.

Purchase of Ball League Uniforms - Parks Director Curt Kehoe said he got phone quotes for Ball League Uniforms and Harts Sports had the best price on the hats, shirts and pants. Curt said they are at about 220 kids signed up but are still getting signups. Alderman Schuchmann asked how he got the prices and Curt said he went through the catalogs and called for prices. Karen said Curt keeps a phone log sheet on the prices obtained. Alderman Schuchmann made a motion to approve the purchase of Ball League Uniforms from Harts Sports. Alderman Reynolds seconded it and the motion unanimously carried.

Request for Utilities Payment Arrangement – Account 100001003 – City Clerk Christine Martin explained that the customer actually has his water turned off and promises to pay the full amount on March 1st. Alderman Schuchmann made a motion to approve the UB Payment Arrangement and if it is not paid by March 1st, the services will go back off. Alderman Toothman seconded it and the motion unanimously carried

Ordinance/Resolutions - None

Reports

Engineering – None

Parks - Curt Kehoe gave a report to the Board. He discussed Ball registrations and said a second flyer was sent to the schools. He said they are still registering kids with 220 signed up and it looks like there will be the same number of teams as last year. Curt said he and Holly will be attending the MPRC Conference and Holly has the scholarship to attend at no registration cost. Curt said there are enough students for a second Aerobics Class that will start in March. He said he did a presentation for the Chamber explaining the work that the Academy kids have done on the picnic tables and is expecting some memorial and business table requests to come in.

Public Works - Larry Janish said his report on the WWTF Lift Station has already been discussed.

Building Official - Larry said there were no new home permits, one (1) Miscellaneous Permit for a deck at 211 Red Leaf and two (2) Occupancy Inspections at Westwoods Village and 209 Kerland.

Police Department – Police Chief Doug Saulters was present and reported they've had 384 calls for service since the last meeting and 26 of them were incident reports. He said he is in the process of developing a Departmental Policies & Procedures. Davis Bernard is helping with it and doing a very good job. He said so far he has the Rules of Conduct and the Use of Force Policies that he would like the City Attorney to sign off on it before making the Board copies of them. He said they will do a policy manual and every officer will be issued it and be responsible to do the upkeep and changes as released.

City Hall – City Clerk Christine Martin gave report to the Board and said she has been working on Business Licenses for 2011 and there are 14 pending licenses. She will be sending a letter out next week giving them notice that they are in violation for either non-payment, taxes due or a Department of Revenue 'No Tax Due' letter. She presented a draft of the letter to the Board and asked if they wanted to add to it. Alderman Schuchmann asked that they be notified next month of the status and if they are still in violation it may be taken to the next level. City Clerk Christine Martin said there have been a lot of calls regarding the new trash service after letters were sent out. Some customers are now ordering trash totes after getting the letter. Some residents have cancelled the new recycle tote and some like the idea of having it at their residence so they don't have to haul recycle down to the recycle dumpster at the City Shed.

Treasurer - Karen Girondo said the January financials were on the desk. Karen said she still has not finished the year end due to the taxes not coming in soon enough. After the tax breakdown is completed she will work on finishing year end. She worked on the outstanding bills today. She stated the Auditors emailed a two page list of things to complete and explained she will probably be putting in close to 40 hours a week. Karen said she is looking into on-line ACH payments for utility billing. We had a firm approach the City and they have a relationship with all of the on-line bill payers that the City gets checks from. Robin usually has to enter each one in, whereas with the new method would entail one ACH payment in the morning downloading it into our system and providing us with a file of them. Karen said she is talking to our software people about it and they also have an ACH program. She will have more information on it after the audit is completed. Karen said she is spending a lot of time providing information to the City insurance bidders. She said a question has come up as the City has never had an Umbrella for over and above the City's two or four million dollars worth of coverage, only General Liability Insurance and Liability coverage. She said with this in mind, she is having everyone bid this as an option this time. Karen added that Christine's new computer has been ordered and it is under budget. The projector has been ordered for use at City Hall and the Parks Department. We also now have an external hard drive to back up all of our computer hard drives, including most of the email accounts. She said this is thanks to Ken Williams, the person we are using for IT.

Economic Development – Karen Girondo attended the meeting in Hannibal and said with all the new requirements on Enhancement Grants, now that an engineer has been selected they will have to give the City a preliminary contract which will have to go to MODOT and be approved before it comes back to the City. Nothing can be done until that contract is approved and the Federal funds

are allocated. Cochran is working on the Water Study Grant and is 75 percent complete. Karen said Eric has asked how the City wants him to put in the Water Study to finance items that are earmarked items needed for upgrade of the system. Karen said we had a study done in 1991 and that is what determined the City needed a new water tower. This process helps the City get funding when needed. When the items are identified, we need to sit down and look at it to determine if we want to do them all at once or in stages.

Review/Approval of Bills

Alderman Toothman made a motion to approve the Bills. Alderman Reynolds seconded it and the motion unanimously carried.

Final Questions – Tim Reynolds was present and said he noticed there were two (2) businesses assigned to the same address and explained that can't be done. He said it needs to be corrected and sent to the Post Office. City Clerk Christine Martin said she will take care of it and notify the Post Office with a letter.

Vote to go to Executive Session - Alderman Schuchmann made a motion to come out of regular session and go into executive session to discuss business relating to Legal, Real Estate and Personnel as allowed pursuant to the exception of the provisions of Section 610.021(1)(2)(3) RSMo. Alderman Reynolds seconded it and roll call was taken

Alderman Black	Yea	Alderman Schuchmann	Yea
Alderman Reynolds	Yea	Alderman Toothman	Yea

The motion carried.

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

Alderman Black	Yea	Alderman Schuchmann	Yea
Alderman Reynolds	Yea	Alderman Toothman	Yea

The motion carried.

Adjournment - Alderman Schuchmann made a motion to adjourn the meeting at 8:00 pm. Alderman Reynolds seconded it and the motion carried

Approved_____

Attested_____