

**City of Wright City
Board of Aldermen Meeting Minutes
Thursday, June 23, 2016**

Signed in Attendance: James Scott, Tammy Alsop, Patsy Jones and Brian MeKan. Jimmy Potts of Warren County Record was also present.

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

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

President of the Board Dan Rowden called the meeting to order at 6:30 pm

Roll Call

City Clerk Christine Martin called roll with Aldermen Dixon, O'Connor, Rowden and Toothman present. The City Clerk reported four (4) Board Members present. Mayor Heiliger was absent.

Pledge of Allegiance

Chief Eskew led everyone in the Pledge of Allegiance.

Approval of Minutes

Minutes from Board Meeting of June 2, 2016 – Alderman O'Connor made a motion to approve the minutes from the Board of Aldermen Meeting of June 2, 2016. Alderman Dixon seconded it and the motion unanimously carried.

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

Responses to previous comments/concerns – None

Open meeting to public comments/concerns – None

Public Hearing – None

Recommendations from Planning & Zoning

Application for a Conditional Use Permit from James Scott to display and sell Portable Buildings at 312 Warren Avenue – Alderman Toothman made a motion to accept the recommendation from the Planning & Zoning Commission. Alderman O'Connor seconded it and the motion unanimously carried.

Application for a Conditional Use Permit from Brian Mekan of B&Z Trucking Inc. to operate a Repair Facility for Commercial Vehicles at 100 Star Connection Drive –

Alderman Toothman made a motion to accept the recommendation from the Planning & Zoning Commission. Alderman O'Connor seconded it and the motion unanimously carried. Alderman Toothman asked the applicant to be aware of the condition of the road to make sure it is properly maintained and the applicant agreed.

Old Business - None

New Business

Tammy Alsop, HB & Company – Presentation of Final Audit – Tammy Alsop of HB & Company presented and discussed the audit with the Board. She stated the City received an unmodified opinion, which is the highest form of insurance a City can receive on their financial statement, meaning it was very good. She commended the City on the audit and the Staff being very cooperative. Alderman Dixon made a motion to approve the Audit Report. Alderman Toothman seconded it and the motion unanimously carried.

Sewer Line Dedication – Cannon Builders – Treasurer Karen Girondo explained the request but stated Monte Cannon will not be able to attend. The City has been provided with as-builts. Superintendent Larry Janish discussed the main sewer trunk line to the new Ambulance Quarters and said the manholes were raised as requested. Alderman Dixon made a motion to approve the sewer line dedication. Alderman Toothman seconded it and the motion unanimously carried. Karen said there will be an ordinance at the next meeting.

Addendum Form A15-1 Court to Auditor's Office – Treasurer Karen Girondo discussed the Addendum Form A15-1 and that it was related to SB 5 passed last year. The A15-1 is a reporting requirement by the Auditors. She stated the City is complying with the reporting. She said this year the City's percentage was 16.38, under the 30 percent rule for 2015, and under the 20 percent rule for 2016. They have added more things to the minor traffic offenses.

Extension of TAP Project (Sidewalk Project) – Treasurer Karen Girondo said she talked to Bob Manske of MODOT and said the City can be granted a six-month extension to December 31st. Alderman Toothman made a motion to apply for the six-month extension. Alderman O'Connor seconded it and the motion unanimously carried.

Grant Application to DNR for Abandoned Well Plugging – Treasurer Karen Girondo explained the Well Grant Application process and stated the Well Grant Application can't be mailed until July 1st. The Grant will be a 90/10 payout, with DNR paying 90 percent and the City paying 10 percent. If the City does not get the Grant, we would have to wait until the January 2017 Budget to be able to proceed with well abandonment. The estimate to remove and abandon the old well is approximately \$15,000. Alderman Toothman made a motion to apply for the grant. Alderman Dixon seconded it and the motion unanimously carried.

Church Building Closing – Locks – City Attorney Paul Rost went over the title search and requirements met for the church property and stated closing will be on Monday, June 27th in the morning with authorization for the City to do the wire transfer and to change the locks.

Truck Routes – The Board discussed the proposed truck route with relation to having larger signs and painting arrows on the pavement for directional information. The Board asked to

proceed with the truck route. City Attorney Paul Rost stated he would prepare the ordinance.

Architect RFQ's – Alderman Rowden stated the City had received six (6) RFQ's for the new City Hall, Park grounds, and the remodel of the Police Department. The Board discussed RFQ's and stated they would like to keep it to three (3) firms for interviewing. The Board selected LePique & Orne, Kuhlmann Design Group, and Cochran/JEMMA as the final three (3) firms to interview. Alderman Toothman made a motion to interview the firms LePique & Orne, Kuhlmann Design Group, and Cochran/JEMMA at a special meeting on July 7th at 6:00 pm. Alderman Dixon seconded it and the motion unanimously carried.

NEW FLSA Overtime Rule – Treasurer Karen Girondo discussed a new FLSA Overtime Rule and plans to attend a Webinar on the subject next Tuesday. She stated it would affect this year's budget for salary employees as of December 1st and future budgets by raising salary pay or by paying those employees hourly pay plus overtime. She stated the required standard required pay was increased from \$23,660 to \$47,476. She said there are three out the five salary employees that would not meet that mark. Alderman Rowden asked Karen to prepare some projections for the Board.

Hiring of Part-time Seasonal Parks Employees – City Clerk Christine Martin stated Park Director Curt Kehoe has recommended hiring Michael Bray as a Seasonal Part-time Park Employee at \$7.65 per hour and as a \$25/game Umpire. Alderman Rowden made a recommendation based on Curt's recommendation to hire Michael Bray as a Seasonal Part-time Park Employee at \$7.65 per hour and as a \$25/game Umpire. Alderman Toothman made a motion based on Alderman Rowden's recommendation to hire Michael Bray as a Seasonal Part-time Park Employee at \$7.65 per hour and as a \$25/game Umpire effective immediately. Alderman O'Connor seconded it and the motion unanimously carried.

Approval of Liquor Licenses for 2016-2017 – Alderman Toothman made a motion to approve the 2016-2017 Liquor Licenses as presented. Alderman Dixon seconded it and the motion unanimously carried.

Payment Agreement Status Report – Alderman Toothman made a motion for staff to call the customer on Account ending in #90004 to submit the payment pledge in writing by 5 pm on Friday or will be disconnected on Monday June 27th. Alderman Dixon seconded it and the motion unanimously carried. The other accounts on the report were in compliance.

UB Payment Agreement Request – Account #400007003 – Alderman Toothman made a motion to approve the payment agreement request. Alderman Dixon seconded it and the motion unanimously carried.

MB Construction Final Pay Request – PE #6 – Superintendent Larry Janish said the company was done with the project. Alderman O'Connor made a motion to pay the final pay request #6 as presented. Alderman Toothman seconded it and the motion unanimously carried.

Hiring of Full-time Public Works Employee – Superintendent Larry Janish recommended hiring Luis Camarena as a Full-time Public Works Employee at \$13.00 per hour with a 90-day probation starting in two weeks, approximately on July 11th. The background check came back okay. Alderman Rowden made a recommendation based on Larry's

recommendation to hire Luis Camarena as a Full-time Public Works Employee at \$13.00 per hour with a 90-day probation starting in two weeks, approximately on July 11th. Alderman Toothman made a motion based on Alderman Rowden's recommendation to hire Luis Camarena as a Full-time Public Works Employee at \$13.00 per hour with a 90-day probation starting in two weeks, approximately on July 11th. Dixon seconded it and the motion unanimously carried.

Water Bill Dispute – Account #100682001 – Alderman Toothman made a motion to move this item to closed session for the purpose of Legal (601.021(1)). Alderman Dixon seconded it and the motion unanimously carried.

Re-appointment of Board of Adjustment Member – City Clerk Christine Martin stated the five (5) year term is up for Board of Adjustment Member John Lacaillade and he needs to be reappointed. Alderman Rowden recommended reappointing John Lacaillade to the Board of Adjustment. Alderman Toothman made a motion to reappoint John Lacaillade to another five (5) year term on the Board of Adjustment. Alderman O'Connor seconded it and the motion unanimously carried.

Purchase of Police Car – Chief Eskew stated he sold the three (3) police cars for a total of \$13,135. The 2009 Crown Vic (Car #4) they are using has 120,000 miles on it and they are faced with \$2,000 in repairs plus tires. Chief Eskew recommended removing it from their fleet and using the money from the sale of the three (3) police cars it will cost a total of \$13,211.29 to purchase an Impala from the Missouri State Highway Patrol, an \$80.00 difference. Alderman Toothman made a motion to approve allocating the finances from the sale of the police vehicles to make the purchase of the Impala from the State. Alderman Dixon seconded it and the motion unanimously carried.

Ordinance/Resolutions

Bill #23-16 Ordinance – An Ordinance was read by title. AN ORDINANCE AUTHORIZING PURCHASE OF REAL PROPERTY PURSUANT TO A SPECIAL SALE CONTRACT AS AMENDED FOR CERTAIN REAL PROPERTY LOCATED AT 636 WESTWOODS ROAD. Alderman Toothman made a motion to read Bill #23-16 a second time by title. Alderman Dixon seconded it and the motion unanimously carried. After the second reading, Alderman Toothman moved that Bill #23-16 be placed upon final passage. Alderman Dixon seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #23-16 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Dixon	Yea	Alderman Rowden	Yea
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 #886 of the City of Wright City, Missouri.

Bill #24-16 Ordinance – An Ordinance was read by title. AN ORDINANCE AMENDING CHAPTER 218 “FIREWORKS,” OF THE MUNICIPAL CODE OF THE CITY OF WRIGHT CITY, MISSOURI. Alderman Toothman made a motion to read Bill #24-16 a second time by title. Alderman Dixon seconded it and the motion unanimously carried. After the second reading, Alderman Toothman moved that Bill #24-16 be placed upon final passage.

Alderman Dixon seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #24-16 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Dixon	Yea	Alderman Rowden	Yea
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 #887 of the City of Wright City, Missouri.

Alderman Rowden mentioned the signs Wentzville had in place and asked that the City checks into doing the same to inform the residents.

Reports

Park – Patsy Jones was present to report to the Board. Farmer’s Market has been doing well. They have been getting the youth ball games in. There were about 400 flags that were retired at the “Flag Retirement Ceremony” last Saturday. They have a lot of Parks reservations. The tree planters at City Hall are being dismantled and they will use the blocks at Diekroeger Park for flower gardens. The last “Concert in the Park” was hot and not attended well due to the heat. The next one will be on July 21st, and then on August 18th. The Park Board has voted to require 48 hours cancellation notice for Park facilities, and if not cancelled within that time period a \$25 fee will be charged.

Public Works – Superintendent Larry Janish stated he has a sample of the “Welcome Sign” in the packet

Police – Police Chief Eskew was present and reported to the Board and said they had 939 calls for service, with 53 incident reports since the last meeting. Some reports included towing of derelict autos, property damage felony, dogs at large, dog bite, possession of controlled substance felony, burglary, and fugitive arrests. Sgt. Bernard is currently conducting and recertifying the officers and equipment.

City Hall – City Clerk Christine Martin went over her report with business licenses; 98 renewals issued and one (1) pending. Temporary Business Licenses were issued to Reeds Rockets and Meramec Specialty. Pending Conditional Use is Cheryl Lambright, 206 Freedom Lane for a home office for Trinity Communications. There were two (2) burials recently; Antoinette Novelli on June 14th and Grace Ella Twiehaus on June 17th. She discussed a sign ordered in lieu of the suggested Cemetery gate that would prohibit people from entering the Cemetery after dark. The Annual Board of Adjustment Meeting is scheduled for June 29th at 6:15 pm. She discussed the proposal from General Code to bring in the Court offenses to update the City code.

Treasurer/Economic Development – Treasurer Karen Girondo was present and reported to the Board. The Bond Issue closed yesterday and was deposited into the special account. She went over the payments made from the special account. The Ambulance District’s ground breaking is set for July 5th at 6:00 pm and stated Ameren is moving the poles for them free of charge. Attended the CertainTeed ribbon cutting on June 8th and it was also attended by Governor Nixon. She said it was really nice. The sewer averaging will begin with the bill that goes out on June 30th. The new computer has arrived and has been set up in the back office. Robin used it yesterday for a 2-hour training session on Landlord Accounts with Data Technologies. Denise has been sitting in with Christine on HR and Payroll. Karen said she will begin to look at applicants for the part-time clerk position.

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

Final Questions – There were no questions.

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)). Alderman Dixon seconded it and roll call was taken:

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

The motion carried.

Adjournment – Alderman Toothman made the motion to adjourn the meeting at 8:30 pm. Alderman Dixon seconded it and the motion unanimously carried.

Approved _____

Attested _____