

City of Wright City  
Board of Aldermen Meeting  
July 9, 2009 6:30 pm

**Signed in Attendance:** Nancy Huster, Tim Reynolds, Danny Campbell, James Toothman, Tim Schmidt, Dave Walter, Robert Barclay, and Tony Midiri.

**Others present not signed in:** Police Officer Jeff Scanlon, Rick Gratza and Donna Wallace

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

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

**Roll Call**

City Clerk Christine Martin called roll with Mayor White, Alderman Schuchmann, Black, Abercrombie and Reynolds present. The City Clerk reported the Mayor and four Board Members present.

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

**Meeting Minutes**

Alderman Schuchmann made a motion to approve the minutes from the Board of Alderman Special Meeting on June 10, 2009. Alderman Abercrombie seconded it and the motion unanimously carried.

Alderman Schuchmann made a motion to approve the minutes from the Board of Alderman Meeting on June 25, 2009. Alderman Reynolds seconded it and the motion unanimously carried.

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

**Open meeting to public comments** - None

**Public Hearing** - None

**Ordinance/Resolutions**

Resolution #21-09 was presented to the Board. Bill #21-09 was read by title. A RESOLUTION BY THE CITY OF WRIGHT, MISSOURI, TO HOLD A PUBLIC HEARING ON TAX RATES. Alderman Schuchmann made a motion to approve Resolution #21-09. Alderman Reynolds seconded it and the motion unanimously carried. Roll call was taken with the following vote:

Alderman Abercrombie Yea  
Alderman Black Yea

Alderman Schuchmann Yea  
Alderman Reynolds Yea

The Resolution having the affirmative vote of all 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 #21-09 of the City of Wright City, Missouri.

### **Old Business**

**Greater Missouri Builders – Review of Bill of Sale for Utilities for Spring Lakes -** Alderman Schuchmann made a motion to table this item. Alderman Abercrombie seconded it and the motion unanimously carried.

**Police Department Roof -** City Clerk Christine Martin stated she received bids to make repairs to the flashings around the seven vent pipes on City Hall/Police Department Roof. The bids received were \$200 from Gary Kennedy Roofing & Construction LLC to replace new seals over the existing vent flashings and seal the A/C power roof flashing, \$630 from Roger’s Roof Repair, Inc. to remove and replace all new flashings, clean up and haul away, and an estimated bid from \$400 to \$500 from Baumstark Roofing to replace 8 pipe flashings. Superintendent Janish brought up getting bids to seal the door in the Police Department storage area by having a contractor block it up. Larry said he would get a couple bids for it. Larry brought up the possibility of mold on the carpet and ceiling tiles. Alderman Schuchmann said he talked to Henry and Kathy the other morning about first getting a carpet cleaner from Economy to clean the carpet and put an algacide down afterwards as there is no mold currently growing. He said we could get some bids on replacing the foyer area and Kathy’s office with tile. He said maybe down the road we can have the area tiled and put some rubber back carpets down. Larry said he could replace the ceiling tile. Alderman Schuchmann made a motion to accept the bid from Gary Kennedy Roofing & Construction LLC to make the repairs on City Hall roof. Alderman Abercrombie seconded it and the motion unanimously carried.

**Building Inspections -** City Clerk Christine Martin stated she put this back on the Agenda because at Workshop it was requested that more bids be obtained. She said she went on the internet and pulled some inspectors and have only received two responses and one is not ICC Certified. The Board discussed the information received for inspection services. The City Clerk of Warrenton was emailed asking the possibility us contracting their inspector, but have not heard back. Alderman Abercrombie said he was against using another City’s inspector. City Attorney Leslie Tolliver-Rogers stated the City should advertise for services. Mayor White said he is opposed to bringing someone in as code enforcer when we have someone on payroll that can do the job. Nancy Huster questioned whether the services were advertised already. The question of training Larry was brought up. Alderman Abercrombie said it was discussed but it would take too much time to get him up to speed and there is not an interest in the Public Works Department unless there is a pay raise. Mayor White made a suggestion of laying a Public Works person off to compensate for the cost of hiring an outside source. Alderman Schuchmann informed the City Attorney that if we enter into a contract to hire an engineering company, it is not the Mayor that makes the recommendation of what engineering company to hire. The City Attorney said since the City ordinances do not address it, we should follow state regulations with advertisement for

services. Alderman Schuchmann explained if the training to send a person is free, the City would still have to pay because of the shortage in Public Works and having to pay someone while they are away at training. He said with billing a subcontract service if we charge \$300 for a building permit the subcontract services do it for a percentage of the fee. At the last meeting it was discussed that one firm does it for 75 percent and the other firm for 85 percent. The City does not lose any money by subcontracting this out and we get a higher level inspection. There are situations in the City where builders are trying to cut corners and it needs to be addressed soon. Alderman Abercrombie explained that inspections are required for safety reasons.

Danny Campbell spoke up about the requirements for inspections when his house was built. Alderman Abercrombie said that was not done with this Board.

There was someone that spoke up from the audience that asked if we use BOCA Codes. She said they were new in town and had questions. Alderman Schuchmann stated we are using 2003 International Building Code that was merged into BOCA. She asked about certain inspections being required for a new homes made by our employee and if the City is liable for a lawsuit if something goes wrong and our inspector is not certified. Alderman Schuchmann said according to previous counsel the liability of the home does not transfer to the City just for getting it inspected. He said the inspection service is to make sure the work is being done correctly but does not warrantee that work. We only inspect for the quality of the materials and to be sure it was put in as per practices outlined in the code. Elevations are the responsibility of the builder.

Alderman Schuchman made a motion to advertise for bids for Inspection Services. Alderman Reynolds seconded it and the motion unanimously carried.

### **New Business**

**Rick Gratza – Kerber, Eck & Braeckel LLP – City.** Mr. Rick Gratza was present to go over the audit report with the Board. He said the focus of their audit is the City's financial statements. Mr. Gratza went over the Government section for Management's Discussion and Analysis, Statement of Net Assets, Statement of Activities with Revenues. Second he went over City's Government Funds. He said the two major funds which are General Administration and Parks. He said Governmental Entities are required to keep two sets of books. He went over Reconciliation of the Governmental Funds Balance Sheet with the Statement of Net Assets and the Statement of Revenues, Expenditures and Changes in Fund Balances. In Net Changes there was an increase of \$32,000 in General Fund and was a decrease of \$251,000 in Park Fund due to the new park building. He then went over the Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances with the Statement of Activities, and the two sets of books. Next discussed was the Statement of Net Assets – Proprietary Fund. Last was the Statement of Cash Flows – Proprietary Fund on page 26. There was a decrease of 1.4 million due to acquisition of some capital assets. Rick Gratza went over the Notes to Financial Statements and Cash and Investments. He said the City's assets were all collateralized or insured. He discussed Water and Sewer Fund for which 4.5 million of capital asset was an addition and 1.4 of that was contributed to infrastructure. There was no new account policies adopted throughout year. There was no new debt throughout the year and was actually a reduction in debt by \$125,000. Subsequent events included the City issuing \$405,000 in Series 2009 certificates of participation to

finance the Parks building. Mayor White asked about the deferred comp 457 plan and if all employees are aware of the availability of participation to it. The Mayor asked if we had any employees in it and how many and the City Clerk stated there are about five employees enrolled in it at present. Mr. Gratza reported to the mayor that if the budget included any amendments they must be approved by the Board of Aldermen. Mr. Gratza then went over the Report to the Mayor and Board of Aldermen and Report on Internal Control over Financial Reporting which some of it had already been implemented. Mr. Gratza thanked Karen, Christine and all the Staff for assistance and cooperation. He said he was open to questions or comments. Tony Midiri asked about the two sets of books mentioned and what was the purpose of it. Rick and Donna explained the methods used and that the two books are reconciled together. Alderman Schuchmann made a motion to accept the results submitted by Kerber, Eck & Braeckel. Alderman Abercrombie seconded it and the motion unanimously carried.

**Legal Opinion – Transfer of Funds** - City Attorney Leslie Toliver-Rogers stated that if the funds are for the Sewer or Water Fund they can not go to General Fund. She said she is of the understanding the funds were earmarked for fence around a certain lift station. She advised the Board the City could be in contempt of court until the fence is put up and advised the Board to complete it. Mayor White said what was in question was the \$10,000 allotted for a fence around Royal Woods Lift Station. He said until we have a court order on that it will not be done. Alderman Abercrombie said there is a court order regarding it and was under Ordinance #588. Mayor White said it is up to the property owner that built the lift station to put the fence around it like every other lift station in the City. Alderman Schuchmann agreed that it is up the property owner that built the lift station to put the fence up. He said the City built the lift station, owns the property that the lift station sits on, therefore it is the responsibility of the City to erect the fence. Mayor White added that Royal Woods is the only lift station that has been paid for by the City. Alderman Schuchmann said he disagreed and said there are others the City built such as the one by Georges Barber Shop. Alderman Abercrombie made a motion to put the fence up around the lift station per Ordinance #588. Alderman Reynolds seconded it. Alderman Schuchmann abstained from voting. Aldermen Black, Abercrombie and Reynolds voted yes and the motion carried. The amount that was budgeted for the fence around Royal Woods Lift Station was \$10,000 and the judgment for it was per Ordinance #588.

Nancy Huster asked Alderman Abercrombie if he buying the time clock and he said yes. She said she does not think the time clock is needed.

**Mayor and Board of Alderman Salary** – Alderman Abercrombie said he had this put on the Agenda because with everyone saying how the City is so broke, he felt we needed to adjust the Board's salaries. He said he does understand that if voted on it would not take effect until the next election. City Attorney Leslie Tolliver-Rogers pointed out ordinance 110.040 to the Mayor and Board and then said she was looking into the possibility of tolling salaries which means their monthly salary would be there but they would not receive it until a point where the City was in a better financial situation. Alderman Abercrombie said he felt it was a great idea because things are needed such as vests and shoring boxes. March 2006 was the last Board salary increase. Alderman Abercrombie stated the City Board has greater issues than just getting paid a salary. He said \$33,600 is paid to the Mayor and Board for their salaries and said he likes the idea of tolling the salaries. City Attorney Leslie Tolliver-Rogers said it was just a thought and said she needs to

research it more before the next meeting. The Mayor and Board's previous salary was \$200 for the Mayor and \$100 for the Board members. An ordinance on tolling the salaries was discussed. The Board discussed it and asked that it be put on the Workshop Agenda. Alderman Abercrombie made a motion to send it to the Workshop. Alderman Reynolds seconded it and the motion unanimously carried.

**Utility Billing Adjustment Report** - Alderman Schuchmann made a motion to accept the Utility Billing Adjustment Report. Alderman Abercrombie seconded it and the motion unanimously carried.

## **Reports**

### **Engineering – None**

**Park** - Curt Kehoe reported the upcoming events are Movies in the Park tomorrow night playing 'Ink Heart', Concert in the Park July 21 featuring a contemporary band called 'Delicious Fishes' sponsored by Denise May of USA Mortgage. The concession stand will be open. Curt said Karen and he met with Bob Manzke and will meet with Meco Engineering on July 29 for the Highway Beautification Project. He said the Barrels are in but he needs to first figure how he will secure them. Nancy Huster said she was at the Farmers Market at 4:00 pm and the parking lot was completely full. Alderman Schuchman told Curt to contact him on some hardware to secure the barrels.

**Public Works** - Superintendent Larry Janish reported on July 2, they had both pumps fail at the main lift station at the Treatment Facility and had to hire a pump truck and get an electrician to get things going until the pumps are rebuilt. A pump was also rented to put in the lift station in place of one of them and they had a second one on hand that is working. The pump truck cost \$750 but does not have a bill yet for the electrician.

Larry also submitted prices to the Board for mosquito control pellets and explained how they work. If you put the pellets in a puddle they will last up to 30 days and there are some that last 90 days but costs more. They only work for the time length if the water does not dry up. If it dries up you have to start over again. Alderman Abercrombie asked Ms Nancy. Huster where the problem was she discussed and she said off of East North first Street.

Larry said he had to purchase a new smoke blower motor for about \$400. It is used for testing lines for infiltration. He said they already fixed three that were behind the Lion's Club that were buried. They were six inch pipes that go into the eight inch main. They were brought up above grade and capped. Alderman Abercrombie asked what will prevent it from happening again. Larry said one is sticking out of the ground about eight feet but said he can put a post by it with a sign on it. Larry discussed getting a 12 foot post with a sewer sign standing or put them at grade. He said they now have them mapped out.

Larry said they will start installing the pipe the week of July 13<sup>th</sup> for 310 S. Elm Street to help with water backing up. The road will be closed off for at least one night.

Alderman Schuchmann discussed the Police Department Door being one foot below grade and said we need to get an estimate to concrete the door up. Larry said the area can be filled up with dirt and then gravel where the Police can park there.

Alderman Black asked about the water hole on Turkey Run. Larry said they measured the footage on that and can give an estimate at the next Board meeting to take it down to the creek.

**Building Official** - Larry Janish said there were only two permits, one (1) shed permit and one (1) renovation permit. Alderman Abercrombie brought up the speed bumps on Second Street. Larry said he plans to cut them out.

**Police Department** - Police Chief Henry Matthews gave his report and said there have been 223 calls for service. They did have their one check point on the 4<sup>th</sup> but the other one was rained out. They made some drug and fugitive arrests. They needed more people there for the check point because people started turning around and driving away. Chief Matthews said May Service has the 2007 vehicle for repairs to a cam shaft and lifters. They ran the VIN and found it is covered under warranty. The new Machens car will be delivered in the morning. Chief Matthews said a previous Reserve Officer, Craig Finnegan, that resigned to work full time for the St. Louis County Sheriffs Department now wants to come back to work for Wright City for some more reserve work. He has 17 years experience and can work without any supervision. Alderman Abercrombie made a motion to approve hiring Craig Finnegan as a Reserve Officer. Alderman Schuchmann seconded it and the motion unanimously carried. Chief Matthews said another Reserve Officer has been called by Homeland Security in Jefferson City and will be gone for several weeks. Alderman Abercrombie asked about the officer that is trained and certified and if we have enough to outsource. Chief said not at this time. John Malcolm said he is certified to train, but it is cheaper for the City to send employees to the Community College.

Tony Midiri asked about the check points and also about the warranty of the vests. Chief Matthews said the vests don't wear out completely. Curt Kehoe thanked Chief Matthews and his officers for their activity in the Park and said it is already having an affect.

**City Hall** – City Clerk Christine Martin gave a report to the Board. The first item was old deposit refunds. Eight out of twenty deposit refunds owed to past customers were being approved with the bills. A reply is still needed on some and some research is needed on ones that were Pine Forest residents.

A new form was submitted to the Board for Utilities Payment Agreement and as discussed only the account number will appear on the Agenda and the customer will not be required to come to a meeting. Alderman Abercrombie just asked if the clerk could initial off when they notify the landlord.

S & R Animal Control has submitted a letter that some of their fees are being increased and will only affect the person redeeming the dog, not the City. City Attorney Leslie Tolliver-Rogers said changes can not be made to the contract until the contract is over and is stuck within the confines of the contract. City Clerk Christine Martin also stated that Howard Owen said he was way over his calls for June and wanted to make the Board aware that his next invoice will be higher. She

explained that the Mayor even check the one day to see if a dog was still in his area before we called him out. City Clerk Christine Martin said he was asked to cut down on the routine calls if the high volume of calls should continue. Alderman Abercrombie asked Chief Matthews if his guys can just check in the area first to see if the dog is still there before we call S&R. Chief Matthews said he will work with us on those situations and to just call dispatch. Chief Matthews said on dog bites S&R is called automatically. City Clerk Christine Martin explained one of the businesses in the Industrial Park on some dogs and when Howard got there he was turned away because they wanted to keep the dogs to try to get them a home. City Attorney Leslie Tolliver-Rogers asked if the City had a false alarm ordinance. Chief Matthews said they have been writing a lot of tickets that are animal related.

City Clerk Christine Martin said she was working on getting job descriptions updated and once they are complete, the Mayor and Board will receive a copy.

City Clerk Christine Martin gave the status on the City Hall A/C work being done and stated the Cemetery Stone had been moved but had not inspected it yet.

**Treasurer Report** – Karen Girondo gave report to the Board. She said June Financials are on the desk. Karen explained the new reports that she now has to do under the new auditor requirements and said they will also be getting an additional report monthly. Karen said Chief Matthews touched base on the financing on the new police car and a resolution will be submitted at the next meeting. Since Tim Nash at American Bank is on vacation this week, all the paperwork will be started on Monday morning. Karen discussed the advisory comments from the auditors and has done everything that was required. One thing is having the clerk stamp checks for deposit only as soon as opened. Manual receipts now have to be reconciled to the statements with documents. There are new procedures and we need a payroll designee to check payroll. Passwords are recommended to be changed every 60 or 90 days. Utility Billing Rates now have more security with only herself and the City Clerk having access to change them. Karen said the major suggestion is the Policies and Procedures Manuals which will all come to the Board for review. Karen said she will work on the accounting procedure. The City Clerk will work on the record retention, whistle blower policy, and personnel manual procedures. The record retention will be followed after the State's. The Disaster Recovery Program and Fraud Risks should be done by the Board. Karen said she will be working on the six month financial statement that will go in the paper before the end of July. Alderman Abercrombie asked about a time line and Karen suggested getting it done in 60 days. City Clerk Christine Martin suggested if it will be discussed at a Workshop if it could be only with the Board of Aldermen. Alderman Abercrombie agreed.

**Economic Development** – Karen Girondo said the Economic Development Committee met on Wednesday, July 8<sup>th</sup> and discussed having a retail session. The date for the session is set for Wednesday August 5<sup>th</sup> at 6:00 pm at the Activity Building at Diekroeger Park. Everyone will get invitations. It will be a brain storming session to see where we want to go with Wright City. She will have another ED meeting next Wednesday to plan for it.

Karen said she was working on two prospects on the Spec Building.

Karen mentioned the two Enhancement Grants. We have to come up with the paperwork on doing all the work by local forces to show we will have a savings. MODOT has approved the supplemental contract for MECO Engineering and Barker Horticultural for the design of the beautification of the overpasses. She and Curt met with Bob Manzke on doing the planting with Park and volunteer help. Karen said she and Curt will have the meeting with them in Hannibal at the MECO Office on July 29<sup>th</sup> and is working with Bob Manzke on the sidewalk change order to try to get the work completed before school starts.

On the second Enhancement Grant the signed contract with Cochran was forwarded to Jefferson City by Bob Manzke. The Grant was kicked back. The bidding requirements were changed and the contract for the grant had to be rebid. She had to put the notice for services on the MODOT Website. There were sixteen RFQ's received from Cape Girardeau all the way to Columbia. Karen suggested two Aldermen sit down and go through them and pick three and bring them back to the Board. Alderman Abercrombie asked how soon and suggested one day next week. Karen said by the next meeting if possible. Alderman Schuchmann said he would help with it.

Alderman Schuchmann told Karen congratulations on the audit and said she went through it with flying colors. Karen said they were good to work with.

Karen said she will contact the trainer about the training for the Cemetery Software Program.

### **Review/Approval of Bills**

Alderman Schuchmann asked about Darryl's bills and if the one on the Election had been paid. City Clerk Christine Martin said she did ask Shayla to look at it and get back with her but had not as of yet. She said she did look at it and did not see where we paid for it yet. Alderman Schuchmann made a motion to approve the Bills. Alderman Abercrombie seconded it and the motion unanimously carried.

### **Final Questions**

James Toothman asked about recoupment on cost of the blower motors from the Lagoon. Larry Janish said those were old and had over 5,000 hours on them. Alderman Schuchman explained he thought so too and said the only recourse would be to go back to Ameren but feels we would not get anywhere. Larry said there is a back up system for electric and discussed how it works.

Nancy Huster commended the Board for considering cutting their own pay out to help the City.

**Vote to go to closed session** - Alderman Black made a motion to go to closed session. Alderman Abercrombie seconded it and the motion unanimously carried.

**Executive Session:** Alderman Black made a motion to come out of regular session and go into executive session to discuss business relating to Personnel as allowed pursuant to the exception of the provisions of Section 610.o21(3) RSMo. Alderman Abercrombie seconded it and roll call was taken

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

The motion carried.

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.

**Adjournment**

Alderman Abercrombie made a motion to adjourn. Alderman Schuchmann seconded it and the meeting adjourned at 9:25 p.m.

Approved \_\_\_\_\_

Attested \_\_\_\_\_